

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

November 20, 2023

The meeting was called to order by Chairman Yaw at 4:42pm.

**ROLL CALL:** Chairman Victor Yaw was present. Trustees: Harold Smith & Owen Carder were present. Manager Paul Holzer was present. Vice-Chairman Glenda Willie was excused. The Pledge of Allegiance was led by Chairman Yaw.

**PUBLIC PRESENTATION:** There were none at this time.

**APPROVAL of the AGENDA and MINUTES:** Trustee Carder made a motion to approve the Agenda & Minutes as presented. Trustee Smith seconded. Ayes – Yaw, Smith & Carder. Absent – Willie. Motion carried.

**APPROVAL OF MONTHLY BUDGET AND VOUCHERS:** Trustee Smith made a motion to approve the monthly budget and vouchers #H110823. Trustee Carder seconded. Ayes – Yaw, Smith & Carder. Absent – Willie. Motion carried.

**MANAGER'S REPORT:** The Manager informed the Board that:

- The District performed 0 burials since the previous meeting.
- Vice-Chairman Willie had injured herself and is in a rehabilitation facility recovering. Will send flowers.
- The Kubota L-35 was sold this morning for the full asking price of \$15,500. The Manager explained that there were a few interested parties but only one made an offer to purchase and made a monetary deposit to hold for 1 week. Advertising postings were done via posting board at Berchtold Equipment and Equipment Trader. Posting thru Equipment Trader cost \$60 and that is the publication credited with the sale. These monies will be deposited into the General Fund and help offset unexpected increases to the driveway project.

**SAFETY REPORT:** The Manager assured the Board that there have been no incidents of safety to report and that every effort is made to ensure a safe work environment.

**PENDING ITMES:** There are no Pending Items at this time.

**CONTINUED BUSINESS:** A. REVIEW SCOPE of WORK (AMENDED) – MC MAIN DRIVEWAY – POST NOTICE for BIDS: The Manager presented the Board with an amended Scope of Work (SW) for the driveway rehab at the Mojave Cemetery (MC). The Manager suggested to the Board that it may not be a good idea to have an “optional” item on the SW because it might complicate bids. And, after further consideration, the Manager feels that widening the driveway will be in the best interest of the cemetery. The Manager explained that with the additional square footage and labor & material increases, this project is expected to cost \$175,000 (\$53,000 over approved budget). Trustee Carder expressed that the Board wants to be diligent stewards with a comprehensive plan and not just look like the District is wasting funds. Trustee Carder made a motion to forgo (vacate) the previous SW and approve the amended SW as presented. Trustee Smith seconded. Ayes – Yaw, Smith & Carder. Absent – Willie. Motion carried. (Manager will post Public Notice and set up a Job Walk)

**NEW BUSINESS:** **A. REVIEW 2022-2023 AUDIT DRAFT:** The Manager presented the Board with the 2022-2023 Audit Draft as prepared by Blomberg & Associates. Trustee Smith made a motion to approve the Draft as presented. Trustee Carder seconded. Ayes – Yaw, Smith & Carder. Absent – Willie. Motion carried. **B. CAPC ANNUAL CONFERENCE MARCH 15-16/ SAN DIEGO:** The Manager presented the Board with the upcoming CAPC Annual Conference itinerary. There was no motion to attend.

**BOARD MEMBER ANNOUNCEMENTS:** (there were none at this time)

**ORAL COMMUNICATIONS:**

**ADJOURNMENT:** Trustee Carder made a motion to adjourn at 4:58pm.

Respectfully Submitted by:  
Paul Holzer,  
District Manager / Board Secretary

