

EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

October 16, 2023

The meeting was called to order by Chairman Yaw at 5:02pm.

ROLL CALL: Chairman Victor Yaw & Vice-Chairman Glenda Willie were present. Trustees: Harold Smith & Owen Carder were present. Manager Paul Holzer was present. 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. Vice-Chairman Willie seconded. Ayes – Yaw, Willie, Smith & Carder. Motion carried.

APPROVAL OF MONTHLY BUDGET AND VOUCHERS: Trustee Smith made a motion to approve the monthly budget and vouchers #H100423. Vice-Chairman Willie seconded. Ayes – Yaw, Willie, Smith & Carder. Motion carried.

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

- The District performed 1 burial since the last meeting (1C – MC) and sold 2 Pre-Need Columbarium arrangements.
- The new Kubota M65 is still scheduled to be delivered sometime in December.
- Blomberg & Griffin accountants were here on Sept. 19 to begin the annual audit.
- Kathleen Krause from the Kern Co. Board of Supervisors office forwarded an application of an interested person to fill the seat vacated by Buford Land. The Manager reviewed the application and notified the clerk that the interested party met the requirements of the seat. No other communication has transpired.

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. Chairman Yaw read a letter from the SDRMA congratulating the Districts Board, staff and employees for 5 consecutive years of No Claims.

PENDING ITEMS: There are no Pending Items at this time.

CONTINUED BUSINESS: There was none at this time

NEW BUSINESS: **A. POLICY & PROCEDURE – SALE of SURPLUS VEHICLES & EQUIPMENT:** The Manager presented the Board with the recommendations from BB&K. There were some questions and discussion about eliminating the option of consignment, however the Board decided to follow the recommendations of BB&K. Trustee Carder made a motion to approve the recommendations of BB&K as presented. Trustee Smith seconded. Ayes – Yaw, Willie, Smith & Carder. Motion carried. **B. SALE of KUBOTA L-35 & ATTACHMENTS:** The Manager informed the Board that a box scraper & 24 in. digging bucket are the extra attachments that will be sold with the Kubota L-35 (KL-35). Chairman Yaw asked the Manager if he had a price for the KL-35, to which he suggested \$15,000. Trustee Carder suggested the Board authorize the Manager to accept a lower offer, designated by the Board, to give the Manager leeway to sell the KL-35 without presenting the Board for approval. Chairman Yaw asked what the previous offer was (\$14,000) and suggested the Board direct the Manager to advertise the KL-35 through paper and electronic media, equipment companies and any other way possible. Trustee Carder made a motion to direct the Manager to advertise the KL-35 for \$15,500 and accept no less than \$14,000 to the first person to offer a lower offer than advertised. Trustee Smith seconded. Ayes – Yaw, Willie, Smith & Carder. Motion carried. **C. REVIEW SCOPE of WORK – MC MAIN DRIVEWAY – POST NOTICE for BIDS:** The Manager presented the Board with a Scope of Work detail for

the main drive at the Mojave Cemetery (MC). There was some discussion of widening the driveway an estimated 2250 sqft (6 ft x 375 ft). The Manager informed the Board that the project will probably exceed the budgeted Capital Outlay because of rising material and labor costs. Trustee Smith asked what the budget included, what the overage is and how that overage might be satisfied? The Manager reminded the Board that the Capital Outlay budgeted for this project is \$105,000 and the estimated overage is \$25,000+ and, if necessary, the overage will be paid out of the Deferred Maintenance fund. Trustee Carder made a motion to approve the Scope of Work, to include the possibility/option of the extra square footage, as presented. Vice-Chairman Willie seconded. Ayes – Yaw, Willie, Smith & Carder. Motion carried.

BOARD MEMBER ANNOUNCEMENTS: (Willie) Mojave Chamber mtg. Oct. 26 @ 12. Speaker will be from Cal. Portland Cement Co.. That night, Kern Co. Public Works & Waste Management will conduct a community meeting discussing the recycling mandate. (Yaw) Cal. Trans. will be installing curbing on Business 58 East (Karl's Hardware) in an effort to limit accidents in the area. This will prohibit south bound traffic on K St. from entering Hwy 58 East.

ORAL COMMUNICATIONS:

ADJOURNMENT: Trustee Carder made a motion to adjourn at 5:54pm.

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

