

EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

SEPTEMBER 16, 2019

The meeting was called to order by Chairman Victor Yaw at 4:52 pm.

ROLL CALL: Chairman Victor Yaw & Vice-Chairman Glenda Willie were present. Trustees: Harold Smith & Owen Carder were present. Trustee Buford Land was excused. District 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 Smith made a motion to approve the Agenda & Minutes as presented. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Excused - Land. Motion carried.

APPROVAL OF MONTHLY BUDGET AND VOUCHERS: Trustee Carder made a motion to approve the monthly budget and vouchers #D090619. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Excused - Land. Motion carried.

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

- The District performed 2 burials since the last meeting (1T - CC & 1T - MC)
- 2 lots in the MC CB were sold for Pre-Need.
- John Blomberg @ Blomberg & Griffin and an associate were on location Aug. 20-21 to perform the Districts annual audit.
- California has authorized CALPERS to be the states Social Security Administer. All California entities are required to report to CALPERS, their SS withholdings. There will be a fee associated with the reporting as determined by the state. (about \$200 for our District)
- The dump truck that was ordered through Jim Burke Ford arrived on Sept. 6. It will be sent to Douglas Bodies for dump bed upfitting. The District should take delivery 6-10 weeks from now.
- The Manager and groundsman have been installing lock nut fasteners and rivets in critical areas on the shop bldg. @ CCMP. This will hopefully discourage would-be burglars.

PENDING ITEMS: There is none at this time.

SAFETY REPORT: The Manager assured the Board that every effort is made to insure a safe working environment. There are no incidents to report.

CONTINUED BUSINESS: A. EKCD POLICY & PROCEDURE UPDATES-CLARIFICATIONS: The Manager reminded the Board that our attorneys at BB&K did not have any input concerning District Policy. The Manager presented the Board with changes/additions pertaining to the EKCD P&P. Changes included adding a policy for vehicle replacement, deleting wording associated with Kinship (flags) and policy for safety compliance/award formula. Vice-Chairman Willie addressed the safety issue, stating that, if approved, the formula should only apply from this point forward and not be retroactive. Chairman Yaw stated that he feels it should be retroactive at least 1 fy but preferred 2 fy (2017-2018 / 2018-2019). Trustee Carder asked when Safety Award would be awarded, ie annually, on anniversary date, etc. The Manager informed him that the award, as previously discussed, will be awarded the first pay period in December. Chairman Yaw asked if there was any other input, to which there wasn't. Vice-Chairman Willie made a motion to approve the changes/recommendations as presented and to award a safety bonus up to the last fy. The Manager asked for clarity on the motion, as to which fy's. Vice-Chairman Willie clarified that the award shall include fy's 2017-2018 & 2018-2019. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Excused -

Land. Motion carried. **B. EKCD EMPLOYEE HANDBOOK POLICY UPDATES:** The Manager presented the Board with the proposed changes as per BB&K and other items discussed by the Board at the previous meeting. After some discussion addressing Sick Leave, Trustee Carder made a motion to approve the changes as presented. Trustee Smith seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Excused - Land. Motion carried.

NEW BUSINESS: **A. ADOPT RESOLUTION 19-01 – EMPLOYEE HANDBOOK:** The Manager presented the Board with the formal resolution to adopt the EKCD Employee Handbook as presented by BB&K along with input from the Board. Trustee Carder made a motion to approve Resolution 19-01. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Excused - Land. Motion carried.

BOARD MEMBER ANNOUNCEMENTS: Vice-Chairman Willie stated that she would like the Manager to inform the Board if a vacancy occurs by Trustee Land. The Manager agreed to inform the Board via email should he learn of any intended vacancy.

ORAL COMMUNICATIONS: There was none at this time.

ADJOURNMENT: Trustee Carder made a motion to adjourn at 5:40 pm.

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