

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

September 18, 2023

The meeting was called to order by Chairman Yaw at 4:51pm.

**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:** Vice-Chairman Willie made a motion to approve the Agenda & Minutes as presented. Trustee Carder seconded. Roll Call Vote: 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 #H083023 & H091823. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried.

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

- The District performed 2 burials since the last meeting (1T & 1C – CCMP).
- Blomberg & Griffin CPA firm will be in the office tomorrow, initiating the 2022-2023 audit.
- Considerations for the replacement of the main driveway at the MC will be worked on in an effort to schedule replacement by end of year.

**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:** There was none at this time

**NEW BUSINESS:** **A. KUBOTA L-35 SALE OPTIONS:** After the last meeting, the Manager contacted Berchtold Equip. Co. (BEC) to arrange a consignment sale of the L-35 tractor & attachments. They accepted a verbal contract and the Manager provided pictures to BEC for advertisement. BEC located a buyer for \$15,000 of which the District would receive \$14,000. However, BEC decided it was best for them to remove themselves and set up sale directly with customer. The Manager stopped the sale and contacted District lawyer from BB&K. As a result, District Policy was reviewed and the Manager discovered that the Board needs to review and edit its Policy & Procedure manual. The Manager requested that this item be removed from the Agenda until the P&P manual has been reviewed. Trustee Carder made a motion to remove this item from the Agenda. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried. **B. LOT REFUND – YANNI ZACK:** Mr. Zack recently notified the Manager that he will no longer be residing in California and petitioned the Board for a refund. The Manager reminded Mr. Zack that any refund will not include any Endowment Fee or Contract Fee, to which he agreed. Mr. Zack does not have any local family or friends whom he could transfer Interment Rights to. Vice-Chairman Willie and Trustee Smith asked what the difference between the fees Mr. Zack paid and what they are now. The Manager explained that the difference is around \$50.00 (actually \$75.00). Trustee Carder made a motion to approve the refund to Mr. Zack in the amount of \$1050.00. Trustee Smith seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried.

**BOARD MEMBER ANNOUNCEMENTS:** (Holzer) The EKAD will be hosting a Job Fest Sept. 20.

**ORAL COMMUNICATIONS:**

**ADJOURNMENT:** Trustee Carder made a motion to adjourn at 5:12pm.

Respectfully Submitted by:

Paul Holzer,

District Manager / Board Secretary

