

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

MARCH 19, 2018

The meeting was called to order by Chairman Victor Yaw at 4:58pm.

**ROLL CALL:** Chairman Victor Yaw, Vice-Chairman Willie were present. Trustees: Buford Land, Harold Smith & Owen Carder were present. District Manager, Paul Holzer was present. The Pledge of Allegiance was led 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 and minutes as presented. Trustee Land seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

**APPROVAL OF MONTHLY BUDGET AND VOUCHERS:** Trustee Land made a motion to approve the monthly budget and vouchers #B022218& B030618. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

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

- The District performed 2 interments since the last meeting (1T & 1Cr. – MC).
- The CCMP patio has been completed with new concrete and drainage. Work performed by Porter Concrete Const. - \$6867.00.
- The alarm system at the CCMP is functional and will be on-line by Thursday (light beacon and cellular device will be installed then).
- Plan to solicit roofing contractors to repair/replace roofing on the CCMP office building.

**PENDING ITEMS:** There was none at this time.

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

**CONTINUED BUSINESS: A. PERSONAL VEHICLE USE:** The Manager reported to the Board that he conferred with the Districts insurance company (Roger Miller Ins.-RMI) in regards to whether the District is covered for the Manager using his personal vehicle for errands and meetings or if a “rider” policy was needed to protect the District. Jordan at RMI assured the Manager that using personal vehicles for District business is covered as well as any borrowed or Trustee vehicle in the event that was necessary and referred him to the appropriate pages in the policy. Chairman Yaw expressed his concerns and inquired why the Manager doesn't use one of the District owned vehicles. The Manager responded that one vehicle is a designated use vehicle and the other is the vehicle that the groundsman operates and works out of. Although the District has duplicate tools for performing most tasks, there are certain tools that remain in the work truck, making it valuable to the groundsman and his tasks. Trustee Carder reminded the Board that this was never an issue before because the Manager was the only District employee. The Manager assured the Board that he keeps an itemized account mileage and there are other cemetery districts that have excess vehicles or vehicle allowances that accommodate these practices. The Board directed the Manager to continue to keep an itemized list of mileage including short trips such as banking and obtaining signatures for one year. At that time the Board will revisit this item and make

a decision to continue reimbursements or consider a vehicle allowance. No motion was needed.

**NEW BUSINESS:** **A. DOOR OPENER for CCMP:** The Manager informed the Board that he contracted Parker Construction Co. to install an automatic opener for the shop door at the CCMP (\$2390.00). He reminded the Board that he had received a quote/proposal from C&M Overhead doors that was a few hundred less but required additional engineering and labor to relocate a support beam. The opener that Parker Const. Co. provided did not need additional engineering or labor. No motion was needed. **B. TRANSFER FUNDS from 42020 (GEN. FUND) to 42024 (DEF. MAINT.):** The Manager reminded the Board that there were discussions to move surplus funds from 2016-2017 budget into the Deferred Maint. Fund. Trustee Carder made a motion to approve the transfer as presented. Trustee Land seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried. **C. ROOF OPTIONS for CCMP OFFICE:** The Manager informed the Board that the roof on the CCMP office is in need of repair. When preparing for this meeting, the Manager was considering changes to the structure of the roof and that is why this item was added to the Agenda. Since that time, the Manager considered the extra engineering that would be associated with such a change and concluded that a simple repair/replace was in order. The Manager presented the Board with a Scope of Work that will be presented to each participating contractor. The Manager also suggested that it may be difficult to find a roofing contractor that is listed the DIR and may have to solicit general contractors. No motion was needed.

**BOARD MEMBER ANNOUNCEMENTS:** There was none at this time.

**ORAL COMMUNICATIONS:** Vice-Chairman Willie reminded the Board that Chairman Yaw will be gone after May for a few meetings and the Board should perform the Managers annual review by May.

**ADJOURNMENT:** Vice-Chairman Willie made a motion to adjourn at 5:37 p.m.

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