



# South Kern Cemetery District

15543 South Vineland Road

Bakersfield, CA 93307

(661) 845-2540

## AGENDA BOARD OF TRUSTEES MEETING OF THE SOUTH KERN CEMETERY DISTRICT ARVIN LIBRARY BOARD ROOM 200 CAMPUS DRIVE, ARVIN, CA TUESDAY DECEMBER 20, 2016 AT 5:30 PM

1. **Call To Order:**
2. **Pledge of Allegiance:**
3. **Roll Call:**
4. **Public Comments and Communication:** This portion of the meeting is reserved for members of the public desiring to address the Board on any matter not on the agenda and over which the Board has jurisdiction. The Board will receive comments but will not respond or take any action. Any matter may be referred to staff for further review or disposition. The person addressing the Board is asked to state their name and address for the record. Each member addressing the public should limit their comments to two minutes in duration.
5. **Consent Calendar:** These items are routine and non-controversial. These items are approved in one motion unless a Board member or member of the public removes a particular item.
  - a. Approval of the Bill Paying List for November 2016: \$31,890.92
  - b. Approval and acceptance of minutes:  
November 15, 2016 Regular Meeting
  - c. YTD budget report
  - d. Investment, banking, and tax accounts report
  - e. Accounts Receivable Aging Report
  - f. Burial activity report
  - g. Resolution 1201 approving endowment and pre-need transfers
  - h. Acknowledge receipt of all correspondence

### Report:

6. Albert and Associates presentation of the Fiscal Year 2015-16 Financial Statement and Audit Findings.

### Board Business

7. Report and Possible Approval, RE: Acceptance of road improvements and sealant application and authorizing the District Manager to file the respective notices of completion with the County Recorder and release of 10% retention.

**8. District Manager Report:**

- a. CAPC Conference Feb 23-25 in Oxnard
- b. Holiday Scheduling

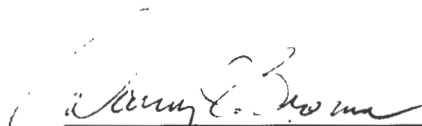
**9. Board Member Comments:**

**10. Closed Session: None**

**11. Adjournment:**

Next regular scheduled meeting will be at 5:30PM on January 17, 2017 at the Arvin Library.

This is to certify that this agenda was posted at The South Kern Cemetery District Office, 15543 South Vineland Road Bakersfield, CA on December 16, 2016.



Danny R. Brown  
District Manager

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The South Kern Cemetery District does not discriminate on the basis of disability in the access to, provision of or employment in its programs and activities pursuant to 29 United States Code Section 12132 and California Civil Code Section 54. Information regarding the rights provided under the Americans with Disabilities Act (ADA) may be obtained from the District Office. If you need special assistance to participate in any meeting, please contact the District Office at (661) 845-2540 to make reasonable arrangements to ensure accessibility to this meeting.

**South Kern Cemetery District***15543 South Vineland Road**Bakersfield, CA 93307***Bills Transaction****Nov-16**

Check #		Amount Applied
3356	Kirk & Simas	\$ 300.87
3357	Tyack's Tires Inc	\$ 24.45
3358	Kern River Power Equipment Inc.	\$ 220.17
3359	California Valley Vault	\$ 5,617.00
3360	The Mountain Enterprise	\$ 54.00
3361	PA Security and Video	\$ 30.00
3362	Mission Linen Supply	\$ 199.89
3363	RJ & Sons Paving	\$ 1,779.50
3355	RJ & Sons Paving	\$ 16,015.50
3364	Ready Fresh By Nestle	\$ 82.54
3365	Applied Technology Group Inc.	\$ 79.00
3366	Kaiser Permanente	\$ 2,408.17
3367	United Health Care	\$ 696.64
3368	Office Depot	\$ 99.57
3369	Lamont General Store	\$ 109.28
3370	Blackburn Oil	\$ 128.74
3371	CAPC	\$ 360.00
3372	CSDA	\$ 1,477.00
3373	AT&T	\$ 189.45
3374	PG&E	\$ 646.76
3375	Lamont Sanitation	\$ 176.68
3376	Bank of America Business Card	\$ 958.99
3377	Farrell Neeley	\$ 50.00
3378	Linda Leary	\$ 50.00
3379	Lowell Edward Chalk Jr.	\$ 50.00
3380	Chandra Mead	\$ 86.72
<b>Total</b>		<b>\$31,890.92</b>



**MINUTES  
BOARD OF TRUSTEES MEETING  
OF THE SOUTH KERN CEMETERY DISTRICT  
ARVIN LIBRARY BOARD ROOM  
200 CAMPUS DRIVE, ARVIN, CA  
TUESDAY NOVEMBER 15, 2016 AT 5:30 PM**

- 1. Call To Order:** Chairman Neeley called the meeting to order at 5:35 PM
- 2. Pledge of Allegiance:** Chairman Neeley led the Pledge of Allegiance
- 3. Roll Call:** Chairman Neeley, Vice-Chairman Mead, Trustees Leary, and Chalk. Trustee Pantoja absent.
- 4. Public Comments and Communication:** This portion of the meeting is reserved for members of the public desiring to address the Board on any matter not on the agenda and over which the Board has jurisdiction. The Board will receive comments but will not respond or take any action. Any matter may be referred to staff for further review or disposition. The person addressing the Board is asked to state their name and address for the record. Each member addressing the public should limit their comments to two minutes in duration.

**None**

- 5. Consent Calendar:** These items are routine and non-controversial. These items are approved in one motion unless a Board member or member of the public removes a particular item.
  - a. Approval of the Bill Paying List for October 2016: \$10,174.21
  - b. Approval and acceptance of minutes:  
October 18, 2016 Regular Meeting
  - c. YTD budget report
  - d. Investment, banking, and tax accounts report
  - e. Accounts Receivable Aging Report
  - f. Burial activity report
  - g. Resolution 1101 approving endowment and pre-need transfers
  - h. Acknowledge receipt of all correspondence

Trustee Leary made a motion to approve the consent calendar. Trustee Chalk seconded the motion. Item is passed 4-0-1 (Pantoja absent).

## **Board Business**

- 6. Report, Discussion, and Possible Approval, RE: Road repair and rehabilitation bids, scope of work and cost determinations and authorizing the District Manager to sign the final agreement.**

Trustee Chalk made a motion to approve the bid of RJ and Sons Paving with the second option provided and authorized the District Manager to sign the agreement. Vice Chair Mead seconded the motion. Item is passed 4-0-1 (Pantoja absent).

**7. Report, Discussion, and Possible Approval, RE: Action to eliminate Accounts Receivable (AR) delinquent accounts in arrears over two years.**

Trustee Chalk made a motion to carry forward with the fix of the Accounts Receivable (AR) adjustments. Vice Chair Mead seconded the motion. Item is passed 4-0-1 (Pantoja absent).

**8. District Manager Report:**

- a. Day of the Dead Report
- b. CAPC Conference Feb 23-25 in Oxnard
- c. Flowers at the Cemetery

**9. Board Member Comments:**

Vice Chair Mead spoke in favor of continuing with meeting in Frazier Park in the library meeting room.

Trustee Chalk has just completed his first year on the Board of Trustees.

**10. Adjournment:**

Trustee Leary made a motion to adjourn. The motion was seconded by Trustee Chalk.

**Meeting adjourned at 6:27 PM**

Respectfully Submitted,

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Danny R. Brown  
District Manager



South Kern Cemetery District  
 Profit/Loss by Month  
 July 2016 through June 2017

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
<b>Income</b>														
Income Pre-Need to At-Need	640.00	3,099.13	5,339.26	2,444.13	4,764.13								\$ 16,285.65	
<b>At Need Sales</b>														
Burial Rights	1,310.00	2,620.00	5,895.00	2,925.00	2,620.00								\$ 15,370.00	
Open-Close	2,475.00	2,450.00	4,455.00	2,920.00	3,980.00								\$ 16,280.00	
Installing Memorials	1,400.00	1,680.00	2,520.00	2,240.00	1,980.00								\$ 9,800.00	
Handling Fee	1,050.00	1,680.00	1,890.00	1,680.00	1,680.00								\$ 7,980.00	
Equipment Services	1,575.00	1,575.00	2,835.00	2,520.00	2,519.00								\$ 11,024.00	
Liner	2,275.00	2,890.00	4,095.00	2,615.00	3,640.00								\$ 15,505.00	
Endowment Fund	1,080.00	1,440.00	3,240.00	1,620.00	1,440.00								\$ 8,820.00	
Columbarium Niche														
Out of District			\$300.00										\$ 300.00	
At Need Sales - Other				6,025.00									\$ 6,025.00	
Deinterment														
Total At Need Sales	\$ 11,805.00	\$ 17,424.13	\$ 20,585.26	\$ 24,999.13	\$ 22,599.13								\$ 107,368.65	\$ 278,800.00
Pre Need Sales														
Contract Charges	40.00	40.00	40.00	20.00									\$ 140.00	
Memorial Setting Fee	1,080.00	360.00	\$720.00	0.00	-420.00								\$ 1,740.00	
Endowment	1,985.00	1,310.00	2,620.00	2,620.00	720.00								\$ 9,235.00	
Burial Rights														
Niche Plaque Etching														
Niche Sales														
Niche O/C Doc														
Total Niche Sales														
Interest on Investment Account		0.19	0.05	0.05	0.05								\$ 0.34	
Interest on Bank Account														
Interest On County Accounts		536.75	127.66	6,968.56	2,235.16	6,713.11							\$ 16,583.24	
Property Tax Income				\$ (600.00)									\$ (600.00)	
Legacy Sales														
Fiscal Year Tax Apportionment	536.75	127.85	6,968.61	1,635.21	6,713.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 15,983.56	\$ 120,000.00
Gross Income	\$ 15,428.75	\$ 19,261.98	\$ 40,916.87	\$ 29,254.34	\$ 29,599.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,468.23	\$ 466,500.00
<b>EXPENSE</b>														
<b>Personnel Operations</b>														
District Manager	6,106.00	4,894.80	4,894.80	4,894.80	6,106.00								\$ 26,886.40	
Administrative Assistant	3,893.00	3,126.40	3,126.40	3,360.88	3,924.80								\$ 17,421.58	
Grounds Crew I	3,488.00	2,806.40	2,806.40	3,508.00	3,508.00								\$ 15,416.20	
Grounds Crew II	3,221.00	2,614.40	2,614.40	2,614.40	3,288.00								\$ 14,332.20	
Grounds Crew III	1,582.00	1,140.83	1,137.37	1,238.42	1,427.78								\$ 6,327.41	
Board of Trustees Meeting	200.00	200.00	200.00	150.00	150.00								\$ 900.00	
Insurance-Health	2,408.00	2,408.00	2,408.17	2,408.17	2,408.17								\$ 12,040.51	
Insurance-Dental	620.64	620.54	584.72	584.72	584.72								\$ 2,995.34	
Insurance-Vision	111.92	147.74	111.92	111.92	111.92								\$ 595.42	
Insurance-Flex Elect	300.00	300.00	300.00	300.00	300.00								\$ 1,500.00	
Insurance-Life														
Board Per Diem			600.00										\$ 600.00	
Employee Per Diem			600.00										\$ 600.00	
CalPERS	2,180.63	3,743.18	1,310.47	1,294.05	1,536.33								\$ 825.00	
Uniforms	242.53		127.40	127.40	162.09								\$ 659.42	
Safety Equipment				74.34									\$ 74.34	
Cellular Allowance	75.00	75.00	75.00	75.00	75.00								\$ 375.00	
Vehicle Allowance	200.00	200.00	200.00	200.00	200.00								\$ 1,000.00	
Travel & Training - Trustees	36.72	480.72	921.24	1,394.68	36.72								\$ 2,860.08	
Travel & Training - Employees	\$ (825.00)	\$ 444.00	\$ 625.68	\$ 1,432.44									\$ 2,057.12	
Personnel Subtotal	\$ 24,011.44	\$ 22,192.07	\$ 22,813.97	\$ 23,273.62	\$ 23,198.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,030.68	\$ 275,500.00
Maintenance and Grounds														
Fuel and Oil	114.00	186.54			128.74								\$ 429.28	
Tree Maintenance														
Cleaning/Paper Supplies					37.80								\$ 37.80	
<b>TOTAL</b>														
													\$ 429.28	\$ 278,800.00
														46.91%

South Kern Cemetery District  
 Profit Loss by Month  
 July 2016 through June 2017

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
Large Tool Replacement	71.00												\$ 71.00	
Small Tool Replacement		34.48	40.35	94.65									\$ 169.46	
Equipment Rental			92.26	354.75									\$ 447.03	
Equipment Repairs and Maintenance	100.00	291.90	1,512.92		353.90								\$ 2,258.72	
Headstone Base													\$ -	
Liners	6,817.00				5,617.00								\$ 12,234.00	
Vase	756.00												\$ 756.00	
Insecticides and Herbicides	102.00												\$ 102.00	
Maintenance and Grounds	504.00	83.52		272.01									\$ 859.53	
Marker Equipment, Repair													\$ -	
Maintenance and Grounds Subtotal	\$ 8,254.00	\$ 596.42	\$ 1,945.55	\$ 721.41	\$ 6,137.44								\$ 17,364.82	\$ 43,600.00
Administration													\$ -	
Postage	94.00				94.00								\$ 188.00	
Office Supplies	112.00	52.66	70.25	168.73	99.57								\$ 503.21	
Memberships				195.00	1,837.00								\$ 2,032.00	
County of Kern Admin Fees	23.00												\$ 23.00	
Professional Services-Audit													\$ -	
Professional Services-Legal	1,341.00		215.00	762.95	300.87								\$ 2,619.82	
Software/Computers	15.00	109.99	79.48	14.99	884.99								\$ 1,094.45	
Marketing/Ads		58.00	164.00	54.00	54.00								\$ 328.00	
Bank Fee		0.80			2.80								\$ 3.60	
Credit Card Processing Fee		79.81	81.13		148.73								\$ 309.67	
Sales Tax													\$ 894.00	
Payroll Tax-SSI/FICA	1,428.00	1,142.81	1,142.55	1,212.28	1,421.64								\$ 6,345.26	
Insurance-Property Liability			2,358.32										\$ 2,358.32	
Insurance-Workers Comp			2,418.50										\$ 2,418.50	
Insurance-Unemployment													\$ -	
Memorial Day Services	228.00												\$ 228.00	
Payroll Processing Fee	134.00	124.18	124.18	134.18	183.45								\$ 700.00	
Utilities Subtotal	\$ 3,371.00	\$ 1,568.25	\$ 6,594.41	\$ 3,296.13	\$ 5,007.06								\$ 19,834.85	\$ 70,000.00
Utilities													\$ -	28.32%
AT&T	188.00	191.95	180.59	180.53	189.45								\$ 951.52	
PG&E	943.00	972.42	1,147.36	810.83	646.76								\$ 4,520.37	
Alarm Services	30.00	30.00	30.00	30.00	30.00								\$ 150.00	
Internet Service	79.00	79.00	79.00	79.00	79.00								\$ 395.00	
Drinking Water	129.00	17.39	128.34	47.40	82.54								\$ 404.67	
Returned Lots					600.00								\$ 600.00	
Sanitation Service	177.00	176.68	176.68	176.68	176.68								\$ 883.72	
Utilities Subtotal	\$ 1,547.00	\$ 1,467.44	\$ 1,761.87	\$ 1,334.44	\$ 1,004.43								\$ 7,805.26	\$ 15,940.00
Capital Outlay													\$ -	
Grounds/Irrigation					17,795.00								\$ 17,795.00	
Buildings													\$ -	
Equipment													\$ -	
Vehicles													\$ -	
Inventory													\$ -	
Expenses Total	\$ 37,193.44	\$ 26,822.12	\$ 32,865.90	\$ 28,565.60	\$ 54,543.57								\$ 179,990.63	\$ 466,500.00
TOTAL EXPENSE	\$ 37,193.44	\$ 26,822.12	\$ 32,865.90	\$ 28,565.60	\$ 54,543.57								\$ 179,990.63	\$ 466,500.00
TOTAL INCOME	\$ 45,488.75	\$ 16,281.68	\$ 40,016.87	\$ 29,344.34	\$ 80,998.89								\$ 134,488.29	
PROFIT (LOSS)	\$ 27,244.90	\$ (6,590.44)	\$ 8,050.97	\$ 888.74	\$ 26,455.32								\$ (45,522.40)	
													\$ 179,990.63	38.58%
													\$ 134,488.29	
													\$ (45,522.40)	

**Investment Account**

	12/2015	1/2016	2/2016	3/2016	4/2016	5/2016	6/2016	7/2016	8/2016	9/2016	10/2016	11/2016
Opening Valuation	\$ 331,351.44	\$ 331,057.17	\$ 331,706.24	\$ 331,877.13	\$ 332,086.16	\$ 494,822.55	\$ 489,510.93	\$ 492,845.06	\$ 499,898.66	\$ 499,902.17	\$ 500,895.00	\$ 507,517.14
Credit/Debits/Transfers		\$ -			\$ 164,558.81	\$ -	\$ -	\$ 7,131.46	\$ 879.57	\$ -	\$ 8,868.72	\$ -
Change in Value	\$ (294.27)	\$ (49.07)	\$ 170.89	\$ 187.03	\$ (1,804.82)	\$ (16,311.62)	\$ (3,334.13)	\$ (177.86)	\$ (576.06)	\$ (332.63)	\$ (2,167.59)	\$ (7,891.18)
Closing Valuation	\$ 331,057.17	\$ 331,706.24	\$ 331,877.13	\$ 332,068.16	\$ 486,822.86	\$ 469,510.93	\$ 486,245.06	\$ 499,976.56	\$ 499,021.17	\$ 500,895.00	\$ 507,517.14	\$ 499,625.95

**Bank of America Account**

Checking Account	2687	\$ 57,204.56	\$ 54,014.00	\$ 36,138.63	\$ 23,050.28	\$ 14,492.09	\$ 15,470.50	\$ 1,640.03	\$ 35,130.84	\$ 16,658.04	\$ 24,536.50	\$ 18,710.31	\$ 2,152.92
Credit Card Received	1820	\$ 49,525.51	\$ 49,927.36	\$ 49,828.15	\$ 49,929.00	\$ 49,929.52	\$ 24,930.38	\$ 24,903.79	\$ 12,937.01	\$ 2,907.20	\$ 1,331.25	\$ 1,331.25	\$ 2,581.25
Total Cash On Hand		\$ 107,730.07	\$ 103,941.36	\$ 86,066.78	\$ 72,979.28	\$ 64,421.61	\$ 40,400.88	\$ 26,543.82	\$ 48,067.85	\$ 19,565.24	\$ 25,867.75	\$ 20,041.66	\$ 4,734.17

**County Funds**

Tax Account Funds	42000	\$ 143,453.50	\$ 145,631.04	\$ 148,273.06	\$ 150,867.15	\$ 96,392.44	\$ 99,176.14	\$ 102,502.11	\$ 77,473.01	\$ 77,828.25	\$ 84,786.81	\$ 79,312.18	\$ 86,004.94
Endowment Care	42002	\$ 73,540.34	\$ 73,658.81	\$ 73,658.81	\$ 73,658.81	\$ 1,133.60	\$ 1,133.60	\$ 1,133.60	\$ 1,132.11	\$ 1,170.26	\$ 1,170.26	\$ 1,172.97	\$ 1,172.97
Land Purchase/Development	42004	\$ 966.39	\$ 967.95	\$ 967.95	\$ 967.95	\$ 966.71	\$ 969.71	\$ 963.71	\$ 969.91	\$ 971.74	\$ 971.74	\$ 974.02	\$ 974.02
Pre-Need Sales	42005	\$ 124,606.82	\$ 124,807.54	\$ 124,807.54	\$ 124,807.54	\$ 118,750.64	\$ 118,750.64	\$ 119,750.64	\$ 100,240.72	\$ 110,014.64	\$ 142,293.11	\$ 130,351.77	\$ 107,158.65
Total		\$ 342,667.05	\$ 346,086.34	\$ 347,707.36	\$ 350,301.45	\$ 216,246.39	\$ 221,030.09	\$ 224,350.06	\$ 189,437.75	\$ 189,044.89	\$ 228,212.12	\$ 200,942.94	\$ 195,208.58
Total All Cash Accounts		\$ 780,755.23	\$ 790,712.94	\$ 760,651.27	\$ 725,344.89	\$ 777,480.85	\$ 750,941.90	\$ 744,738.84	\$ 737,062.26	\$ 709,536.30	\$ 757,634.87	\$ 750,001.69	\$ 700,015.60



**South Kern Cemetery District**  
 15543 South Vineland Road  
 Bakersfield, CA 93307

**Aged Receivables [Summary]**

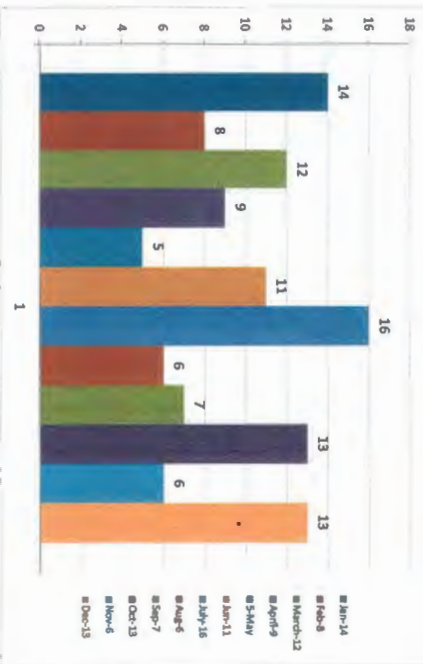
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Name	Total Due	0 - 90	91 - 180	181 - 360	360+
Maricarmen Arroyo	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
Maria Del Rosario Castro	\$275.00	\$0.00	\$0.00	\$275.00	\$0.00
Araceli Cervantes Ochoa	\$663.75	\$0.00	\$663.75	\$0.00	\$0.00
Cesar & Norma Moreno	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00
Calvin R. and Maylen Clab	\$417.02	\$0.00	\$0.00	\$417.02	\$0.00
Eliseo Raya Reyes	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00
Epifania De La Rosa	\$217.50	\$0.00	\$0.00	\$0.00	\$217.50
Esmeralda Moreno	\$250.50	\$0.00	\$0.00	\$0.00	\$250.50
Cesar Flores	\$465.00	\$465.00	\$0.00	\$0.00	\$0.00
Frank Cesar Flores	\$525.00	\$525.00	\$0.00	\$0.00	\$0.00
Celinda Garcia	\$1,458.34	\$1,458.34	\$0.00	\$0.00	\$0.00
Guadalupe Gomez	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Amparo Juarez	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Juana E. Lopez Hernandez	\$553.34	\$0.00	\$0.00	\$553.34	\$0.00
Miguel Morales	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Enrique Moreno	\$425.00	\$425.00	\$0.00	\$0.00	\$0.00
Harold & Patsy Newton	\$416.69	\$0.00	\$0.00	\$416.69	\$0.00
Juan C. Parra	\$255.00	\$0.00	\$0.00	\$255.00	\$0.00
Maria Penalzoa	\$1,127.50	\$0.00	\$0.00	\$1,127.50	\$0.00
Margarita Perez	\$520.00	\$0.00	\$0.00	\$520.00	\$0.00
Ricardo & Margarita Perez	\$315.00	\$0.00	\$0.00	\$315.00	\$0.00
Oscar Rendon	\$110.00	\$0.00	\$0.00	\$110.00	\$0.00
Antonio & Anita Rivera	\$573.44	\$0.00	\$0.00	\$573.44	\$0.00
Juana Segoviano	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00
David Tapia	\$1,030.00	\$1,030.00	\$0.00	\$0.00	\$0.00
Total:	\$13,273.08	\$3,903.34	\$1,788.75	\$5,362.99	\$2,218.00
Aging Percent:		29.4%	13.5%	40.4%	16.7%

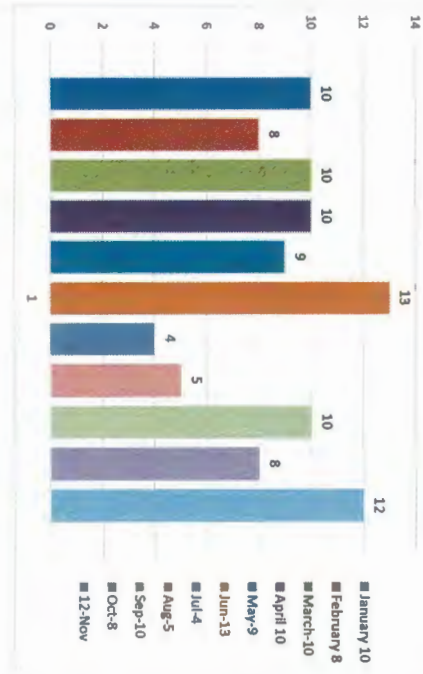
**South Kern Cemetery District Arvin**

**Burials 2015**



YT-Single 70  
 YT-Double 22  
 YT-Cremation 19  
 YT-Retirement 0  
 YT-Babies 6  
 YT-Niche 3  
**Total 120**

**Burials 2016**



YT-Single 62  
 YT-Double 8  
 YT-Cremation 22  
 YT-Retirement 1  
 YT-Babies 4  
 YT-Niche 2  
**Total 99**

	2009	2010	2011	2012	2013	2014	2015	2016	Average
January	9	7	16	13	15	10	14	10	12
February	9	7	8	9	6	7	8	8	8
March	8	17	6	9	6	9	12	10	10
April	8	8	12	6	8	7	9	10	9
May	10	8	6	7	14	7	5	9	8
June	15	10	11	9	3	7	11	13	10
July	11	9	9	3	10	7	16	4	9
August	12	8	12	6	8	13	6	5	9
September	12	8	14	19	11	13	7	10	12
October	2	8	5	10	7	8	13	8	8
November	11	6	11	15	15	7	6	12	10
December	9	8	11	9	10	10	13	10	10

Total	118	106	121	118	111	105	100	99	10
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RESOLUTION No. 2016-1201

A RESOLUTION OF THE SOUTH KERN CEMETERY DISTRICT  
AUTHORIZING THE TRANSFER OF ENDOWMENT AND PRE-NEEDS  
FUNDS

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**WHEREAS**, the South Kern Cemetery District is the sole governing authority responsible for the oversight of cemetery operations and district assets, and;

**WHEREAS**, it is necessary for the Board of Trustees to provide for the allocation and accounting of district funds, and;

**WHEREAS**, it is necessary for the Board of Trustees to assure an accounting of separated endowment and pre-need funds without comingling, and;

**WHEREAS**, the Board of Trustees has directed the District Manager to carry out monetary transfers thereunto pertaining, and;

**WHEREAS**, it is necessary to assure compliance with existing district financial policies and sound business practices, and;

**WHEREAS**, it is necessary to execute the carrying out for the continued services for the public and to act within the proper legal authority, and;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees for the South Kern Cemetery District do hereby authorize the below identified funds up to and including November 30, 2016.

**BE IT FURTHER RESOLVED** that funds transfers are ordered to be completed and prepared for signature authorizing the transfer of identified funds.

November 1, 2016 to November 31, 2016 Endowment	<u>\$1,020.00</u>
<b>Total Endowment Transfer</b>	<b>\$1,020.00</b>

November 1, 2016 to November 31, 2016 Pre-Need to At-Need transfers	<u>\$4,764.13</u>
<b>Total Pre-Need 42005 to At-Need Bank of America</b>	<b>\$4,764.13</b>

**PASSED AND ADOPTED** by the Board of Trustees for the South Kern Cemetery District on this 20th Day of December, 2016 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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**Dr. Farrell F. Neeley, PhD.**  
Chairman of the Board of Trustees

ATTEST:

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**Danny R. Brown**  
Secretary of the Board of Trustees

# MEMORANDUM

## ITEM 7

### SOUTH KERN CEMETERY DISTRICT

**TO:** Honorable Chairman and Board Members

**FROM:** Danny Brown, District Manager

**DATE:** December 20, 2016

**RE:** Report and Possible Approval, RE: Acceptance of road improvements and sealant application and authorizing the District Manager to file the respective notices of completion with the County Recorder and release of 10% retention.

**Background:** Staff requests the acceptance and approval of road repair and repaving improvements. The approval will further direct the District Manager to sign and file with the county recorder the respective Notice of Completion regarding the contractor and authorizes the release of the 10% retention after filing is completed and accepted.

**Summary:** The notice of completion provides for a 30 day window for suppliers, potential sub-contractors, or personnel to file liens against work that was completed. After the end of that period no liens shall be allowed and the contractor's involvement with the project is completed.

**Budget Impact:** None, Filing for public agencies are without cost per Cal.Gov Code §6103

**Discussion:** Staff requests approval from the Board of Trustees.



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

SOUTH KERN CEMETERY DISTRICT  
15543 SO. VINELAND RD.  
BAKERSFIELD, CA 93307

Filing Fee Exempt per Cal. Govt. code §6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### Notice of Completion

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is Danny R. Brown.
3. The full address of the undersigned is 15543 South Vineland Rd. Bakersfield, CA 93307
4. The nature of the title of the undersigned is the Officer of Owning Entity
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common, are:

Names

Address

South Kern Cemetery District

15543 S. Vineland Road Bakersfield, CA 93307

6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are:

Names

Addresses

None

None

7. A work of improvement on the property hereinafter described was completed on December 14, 2016.
8. The name of the original contractor if any, for the work of improvement was RJ and Sons Paving, Inc. A Professional Corporation. The kind of work done or material furnished was the repair of pavement and sealant application and parking marking to the district owned roads and parking lots.
9. The property on which the work of improvement was completed is in an Unincorporated area of the County of Kern, State of California, and is described as follows: South Kern Cemetery District, Bakersfield Ca 93307
10. The street address of the said property is identified as lying between Stenderup Ave and Bear Mountain Blvd. on the East side of South Vineland Road in Bakersfield, CA 93307

Dated: December 20, 2016

\_\_\_\_\_  
(SIGNATURE)

Danny R. Brown

(TYPED NAME)

#### VERIFICATION

I, the undersigned, say:

I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed at Bakersfield, California this 20th day of December, 2016

\_\_\_\_\_  
(SIGNATURE)