

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 201 CAMPUS DRIVE ARVIN, CA TUESDAY OCTOBER 21, 2014 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 September 2014: \$10,783.45
 - b) Approval and acceptance of minutes:
September 16, 2014 Regular Meeting
 - c) YTD budget report
 - d) Investment, banking, and tax accounts report
 - e) Accounts receivable aging report
 - f) Burial activity report
 - g) Special Project Account closure
 - h) Acknowledge receipt of all correspondence

Board Business:

6. Report, Discussion and Possible Approval, RE: An agreement with Wells Fargo Advisors, LLC as the investment account advisors and fund managers for the District.
7. **District Manager Report:**
 - a. CAPC Meeting Recap
 - b. November 2 visitations
 - c. Seal Inquiry

8. Committee Report:

9. Board Member Comments:

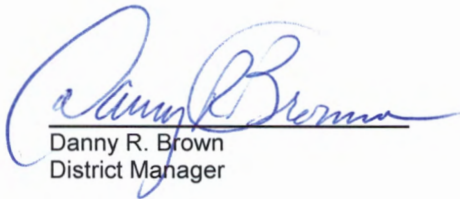
10. Closed Session:

None

11. Adjournment:

Next regular scheduled meeting will be at 5:30PM on November 18, 2014

This is to certify that this agenda was posted at The South Kern Cemetery District Office, 15543 South Vineland Road Bakersfield, CA on October 17, 2014.



Danny R. Brown
District Manager

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
Expenses by Vendor Summary
September 16 - 30, 2014

		<u>Sep 16 - 30, 14</u>
A1 Battery		189.47
Anthem Blue Cross		1,550.91
Applied Technology Group, Inc.		23.70
Arrowhead		84.67
AT&T		208.71
Blackburn Oil		57.92
Golden State Risk Management		3,857.47
Hughes Network		77.54
Kern Machinery		90.17
Kern River Power Equipment		2,546.81
Lamont General Store		31.87
Lamont Sanitation		174.12
Lowes		221.58
Mission Linen Supply		105.72
PA Security and Video		30.00
PG&E		765.94
UnitedHealthCare		625.00
Harbor Freight Tools	65.54	
Sears Store	49.74	
Adobe Systems, Inc.	19.99	
USPS	6.58	
Bank of America Card		141.85
TOTAL		<u><u>10,783.45</u></u>

**MINUTES
BOARD OF TRUSTEES MEETING
OF THE SOUTH KERN CEMETERY DISTRICT
ARVIN LIBRARY BOARD ROOM
201 CAMPUS DRIVE ARVIN, CA
TUESDAY September 16, 2014**

1. **Call To Order:** Chairman Pantoja called the meeting to order at 5:30 PM
2. **Pledge of Allegiance:** Chairman Pantoja led the Pledge of Allegiance
3. **Roll Call:** Present were Chairman Pantoja, Vice-Chairman Neeley, Secretary Mead, and Trustee Leary. Trustee Thome absent.
4. **Public Comments and Communication:** None
5. **Consent Calendar:**
 - a) Approval of the Bill Paying List for August 2014: \$28,833.90
 - b) Approval and acceptance of minutes:
August 19, 2014 Regular Meeting
 - c) YTD budget report
 - d) Investment, banking, and tax accounts report
 - e) Accounts receivable aging report
 - f) Burial activity report
 - g) Acceptance of engagement letter for FY 2013-14 Audit
 - h) Acknowledge receipt of all correspondence

Vice-Chairman Neeley made a motion to approve the consent calendar. Trustee Leary seconded the motion. Item is approved 4-0-1 (Thome absent).

Presentation: Mark Albert and Chris Albert of Albert and Associates presented the FY 2011-12 and 2012-13 Financial Statements.

Board Business:

1. Report, Discussion and Possible Approval, RE: A records retention schedule and records disposal process.

Vice-Chairman Neeley made the motion to adopt the agreement. Trustee Mead seconded the motion. Agreement is approved 4-0-1 (Thome absent).

2. District Manager Report:

- a. **Internet:** The Internet contract is expiring and the new provider is Applied Technology.
- b. **Mower:** The Grasshopper mower has been repaired and staff given preventative maintenance schedule.
- c. **Lot Mapping:** The District has completed mapping of all lots in Excel and we are attempting to locate and integrate a program that can be accessed by the public to search for loved ones.

3. **Committee Report:** None

4. **Board Member Comments:** Vice-Chair Neeley asked for a status on legal reviews. All legal reviews are still ongoing and are being determined by new counsel as well as an update to all new counsel.

5. **Closed Session:** None

6. **Adjournment:** Trustee Mead motioned to adjourn and Vice-Chairman Neeley seconded the motion, 4-0-1 (Thome absent). The meeting was adjourned at 6:35 PM.

Respectfully Submitted,

Chandra Mead
Secretary of the Board

South Kern Cemetery District
Profit & Loss by Class
 July 1 through October 17, 2014

	<u>Jul 14</u>	<u>Aug 14</u>	<u>Sep 14</u>	<u>TOTAL</u>	<u>BUDGET</u>
Ordinary Income/Expense					
Income					
2010 · Discounts	0.00	0.00	0.00	0.00	
30300 · At Need Sales					
30310 · Burial Rights	1,240.00	3,100.00	4,340.00	8,680.00	
30320 · Open/Close	2,490.00	5,070.00	3,430.00	10,990.00	
30330 · Installing Memorials	1,650.00	2,475.00	1,925.00	6,050.00	
30340 · Handling Fee	1,025.00	1,845.00	1,435.00	4,305.00	
30350 · Equipment Services	1,500.00	2,700.00	2,100.00	6,300.00	
30360 · Liner	2,520.00	5,550.00	3,390.00	11,460.00	
30370 · Endowment Fund	1,250.00	2,880.00	3,240.00	7,370.00	
30371 · Columbarium Niche	1,445.00	0.00	0.00	1,445.00	
30300 · At Need Sales - Other	230.00	2,480.00	2,810.00	5,520.00	
Total 30300 · At Need Sales	<u>13,350.00</u>	<u>26,100.00</u>	<u>22,670.00</u>	<u>62,120.00</u>	<u>\$ 225,000.00</u>
30400 · Pre Need Sales					
30405 · Contract Charges	60.00	20.00	100.00	180.00	
30420 · Open/Close	470.00	0.00	0.00	470.00	
30425 · Liner	435.00	0.00	0.00	435.00	
30430 · Memorial Setting Fee	275.00	0.00	275.00	550.00	
30440 · Handling Fee	205.00	0.00	0.00	205.00	
30445 · Equipment Services	300.00	0.00	300.00	600.00	
30455 · Endowment	2,520.00	1,080.00	2,150.00	5,750.00	
30460 · Burial Rights	4,340.00	1,240.00	3,700.00	9,280.00	
30470 · Niche Sales					
30475 · Niche Plaque Etching	0.00	0.00	-75.00	-75.00	
30470 · Niche Sales - Other	0.00	0.00	-75.00	-75.00	
Total 30470 · Niche Sales	<u>0.00</u>	<u>0.00</u>	<u>-150.00</u>	<u>-150.00</u>	
30400 · Pre Need Sales - Other	0.00	275.00	950.00	1,225.00	
Total 30400 · Pre Need Sales	<u>8,605.00</u>	<u>2,615.00</u>	<u>7,325.00</u>	<u>18,545.00</u>	<u>\$ 77,500.00</u>
3615 · Interest from Other Sources	0.00	5.77	0.00	5.77	
4300 · Fiscal Year Tax Apportionment (From General Fund #42000)					
3005 · Current Secured	199.78	-62.67	-7.75	129.36	
3007 · Supplemental Prop Tax Current	669.78	239.69	-12.71	896.76	
3010 · Current Unsecured	67.01	456.32	5,500.92	6,024.25	
3014 · Prop Tax Current Unsec Suppl	1.17	6.58	2.46	10.21	
3017 · Supplemental Prop Tax-Prior	14.08	18.21	8.80	41.09	
3025 · Property Taxes-Prior Unsecured	-34.26	11.50	5.34	-17.42	
3565 · Penalties & Costs	11.31	3.87	2.70	17.88	
3605 · Interest On Bank Dep & Invest	211.86	0.00	0.00	211.86	\$ 10,200.00
4200 · Other In Lieu Taxes	18.10	0.00	0.00	18.10	
Total 4300 · Fiscal Year Tax Apportionment	<u>1,158.83</u>	<u>673.50</u>	<u>5,499.76</u>	<u>7,332.09</u>	<u>\$ 112,000.00</u>
4500 · Donations (Land Donations)	0.00	221.43	0.00	221.43	
4510 · Non Taxable Sales	0.00	0.00	0.00	0.00	
Total Income	<u>23,113.83</u>	<u>29,615.70</u>	<u>35,494.76</u>	<u>88,224.29</u>	

South Kern Cemetery District

Profit & Loss by Class

July 1 through October 17, 2014

	Jul 14	Aug 14	Sep 14	TOTAL	BUDGET
Gross Profit	23,113.83	29,615.70	35,494.76	88,224.29	\$ 424,700.00
Expense					
43501 · Summer Expense(ICE)	0.00	19.32	0.00	19.32	
50000 · Salaries, Wages & Payroll Expen					
51000 · District Manager	4,342.69	4,890.38	6,768.80	16,001.87	
51200 · Administrative Assistan	2,801.50	2,984.60	4,426.90	10,213.00	
51300 · Grounds Crew 1 (Abel)	2,721.60	2,804.80	4,132.00	9,658.40	
51310 · Grounds Crew 3	0.00	0.00	1,525.00	1,525.00	
51400 · Grounds Crew 2 (David)	2,364.80	2,434.50	3,580.00	8,379.30	
51800 · Payroll Taxes FICA, SSI, UI (Payroll Expe	935.65	1,003.24	1,595.94	3,534.83	
Total 50000 · Salaries, Wages & Payroll Expen	13,166.24	14,117.52	22,028.64	49,312.40	
51700 · Board of Trustee Meetings	250.00	200.00	450.00	900.00	\$ 197,540.00
60000 · Maintenance and Grounds					
62000 · Buildings & Grounds Outlay					
61000 · Fuel & Oil	57.24	0.00	57.92	115.16	
61200 · Marker Equipment and Repair	480.63	0.00	0.00	480.63	
62100 · Office Improvements	0.00	0.00	221.58	221.58	
62300 · Equipment Repair / Maintenance	45.78	0.00	2,546.81	2,592.59	
62500 · Buildings and Grounds Improveme	0.00	0.00	97.41	97.41	
62600 · Front gate Repair	0.00	0.00	264.47	264.47	
62700 · Office Gate	0.00	0.00	350.00	350.00	
62000 · Buildings & Grounds Outlay - Other	976.47	599.12	174.12	1,749.71	
Total 62000 · Buildings & Grounds Outlay	1,560.12	599.12	3,712.31	5,871.55	\$ 94,600.00
65000 · Small Tools Replacement	0.00	36.59	49.74	86.33	
68000 · Vehicle /Replacement					
68600 · John Deere Mower 1445	0.00	0.00	90.17	90.17	
Total 68000 · Vehicle /Replacement	0.00	0.00	90.17	90.17	
60000 · Maintenance and Grounds - Other	0.00	180.09	0.00	180.09	
Total 60000 · Maintenance and Grounds	1,560.12	815.80	3,852.22	6,228.14	
60410 · Credit Card processing Fees	63.80	112.34	114.71	290.85	
70000 · Administration Expenditures					
70010 · County of Kern Adm. Fees	221.15	0.00	0.00	221.15	
70210 · Retirement-PERS	-300.56	-300.56	1,882.63	1,281.51	
71000 · Insurance; Property/Liability (GSRMA)	0.00	0.00	1,591.22	1,591.22	
71200 · Insurance; Workers Comp	0.00	0.00	2,266.25	2,266.25	
73000 · Vaults and Liners	5,730.00	0.00	0.00	5,730.00	
73010 · Vase	0.00	0.00	50.00	50.00	
74000 · Memberships	0.00	25.00	0.00	25.00	
74100 · Alarm System	3,100.97	30.00	518.00	3,648.97	
74200 · Office Supplies	291.81	148.32	84.67	524.80	
74220 · Post Office	103.70	0.00	0.00	103.70	
74300 · PG&E Electric Services	839.46	2,132.10	765.94	3,737.50	
74310 · Computer, Printer, Software	0.00	-247.48	19.99	-227.49	
74400 · Internet Services	153.08	75.54	101.24	329.86	
74500 · AT & T Telephone Service	0.00	413.87	208.71	622.58	

South Kern Cemetery District
Profit & Loss by Class
 July 1 through October 17, 2014

	<u>Jul 14</u>	<u>Aug 14</u>	<u>Sep 14</u>	<u>TOTAL</u>	<u>BUDGET</u>
74510 · Uniforms	110.65	216.89	105.72	433.26	
74511 · Safety Equipment	0.00	35.00	0.00	35.00	
74550 · Cell Phone Allowance	75.00	0.00	75.00	150.00	
75200 · Board of Trustees Per-Diem	0.00	0.00	383.84	383.84	
75300 · Employee Per-Diem	0.00	0.00	300.00	300.00	
76000 · Professional Services; Legal (Audit and	0.00	0.00	216.58	216.58	
76100 · Marketing and Advertising	12.80	0.00	0.00	12.80	
76200 · Professional Services; Audit	0.00	15,292.27	0.00	15,292.27	
76400 · Travel and Training, Board of T	38.08	38.08	1,305.52	1,381.68	
76500 · Travel and Training, Employees	-625.00	518.30	585.00	478.30	
Total 70000 · Administration Expenditures	9,751.14	18,377.33	10,460.31	38,588.78	\$ 65,100.00
72000 · Insurance Expense					
72001 · Health Insurance	0.00	1,498.19	4,670.95	6,169.14	
72002 · Vision Insurance (Vision Insurance)	0.00	335.72	111.96	447.68	
72003 · Dental Insurance (Dental Insurance)	0.00	1,539.12	513.04	2,052.16	
72004 · Insurance; Life	33.00	0.00	34.50	67.50	
72005 · Insurance, Flex Elect (\$100)	500.00	0.00	500.00	1,000.00	
Total 72000 · Insurance Expense	533.00	3,373.03	5,830.45	9,736.48	\$ 67,460.00
Total Expense	25,324.30	37,015.34	42,736.33	105,075.97	\$ 424,700.00
Net Ordinary Income	-2,210.47	-7,399.64	-7,241.57	-16,851.68	25%

1/2014 2/2014 3/2014 4/2014 5/2014 6/2014 7/2014 8/2014 9/2014

**Morgan Stanley Investment Account
2014**

Opening Valuation		\$ 336,371.16	\$ 337,307.71	\$ 337,307.82	\$ 336,371.50	\$ 336,371.63	\$ 337,308.18	\$ 335,903.64	\$ 334,030.91	\$ 334,031.03
Credit/Debits/Transfers		\$ (954.44)	\$ (954.45)	\$ (862.08)	\$ (954.44)	\$ (923.66)	\$ (954.44)	\$ (923.66)	\$ (954.45)	
Change in Value		\$ 1,890.99	\$ 954.56	\$ (74.24)	\$ 954.57	\$ 1,860.21	\$ (450.10)	\$ (949.07)	\$ 954.57	\$ (511.91)
Closing Valuation		\$ 337,307.71	\$ 337,307.82	\$ 336,371.50	\$ 336,371.63	\$ 337,308.18	\$ 335,903.64	\$ 334,030.91	\$ 334,031.03	\$ 333,519.12

Bank of America Account

Checking Account	2687	\$ 76,691.46	\$ 92,243.18	\$ 87,994.49	\$ 91,176.17	\$ 62,623.12	\$ 69,771.21	\$ 94,786.28	\$ 110,235.68	\$ 108,207.77
Credit Card Received	1820	\$ 52,042.68	\$ 58,466.72	\$ 52,357.01	\$ 56,166.69	\$ 64,583.78	\$ 70,038.34	\$ 71,375.39	\$ 76,189.18	\$ 70,538.52
Special Projects	1130	\$ 36,609.24	\$ 37,564.24	\$ 38,692.32	\$ 39,555.04	\$ 40,510.66	\$ 41,434.99	\$ 42,390.14	\$ 43,314.53	\$ 44,269.70
Total Cash On Hand		\$ 165,343.38	\$ 188,274.14	\$ 179,043.82	\$ 186,897.90	\$ 167,717.56	\$ 181,244.64	\$ 208,551.81	\$ 229,739.39	\$ 223,016.99

County Funds

Tax Account Funds	42000	\$ 19,037.23	\$ 24,010.24	\$ 4,414.74	\$ 33,118.71	\$ 20,442.02	\$ 12,047.40	\$ 13,302.39	\$ 9,411.50	\$ 120.75
Endowment Care	42002	\$ 72,976.76	\$ 72,976.76	\$ 72,976.76	\$ 73,042.04	\$ 73,042.04	\$ 73,042.04	\$ 73,103.79	\$ 73,103.79	\$ 73,103.79
Land Purchase/Developm	42004	\$ 958.97	\$ 958.97	\$ 958.97	\$ 959.83	\$ 959.83	\$ 959.83	\$ 960.64	\$ 960.64	\$ 960.64
Pre-Need Sales	42005	\$ 185,036.68	\$ 185,036.68	\$ 185,036.68	\$ 175,767.33	\$ 175,767.33	\$ 175,767.33	\$ 155,916.63	\$ 155,916.63	\$ 155,916.63
Total		\$ 278,009.64	\$ 282,982.65	\$ 263,387.15	\$ 282,887.91	\$ 270,211.22	\$ 261,816.60	\$ 243,283.45	\$ 239,392.56	\$ 230,101.81

Total All Cash Accounts		\$ 780,660.73	\$ 808,564.61	\$ 776,802.47	\$ 808,157.44	\$ 776,236.96	\$ 773,305.76	\$ 785,866.17	\$ 803,162.98	\$ 786,536.92
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**South Kern Cemetery District
A/R Aging Summary**

	As of September 30, 2014						
	Current	1 - 90	91 - 180	181 - 270	271 - 360	> 360	TOTAL
Adoracion Gonzales Barron	0.00	330.00	0.00	0.00	0.00	0.00	330.00
Antonio Sandoval	0.00	0.00	0.00	0.00	551.68	0.00	551.68
Araceli Duran	0.00	0.00	1,170.92	0.00	0.00	0.00	1,170.92
Aurelio Cortez	0.00	0.00	0.00	905.00	0.00	0.00	905.00
Betzzy J. Straw Amos	0.00	0.00	0.00	0.00	288.00	0.00	288.00
Byron David Fleming	0.00	0.00	53.75	0.00	0.00	0.00	53.75
Carlos Alejandro Larios	0.00	0.00	820.00	0.00	0.00	0.00	820.00
Carrie Anderson	0.00	0.00	1,406.00	0.00	0.00	0.00	1,406.00
Celia Medina Bonilla	0.00	0.00	2,156.00	0.00	0.00	0.00	2,156.00
Conrado Rodriguez, Sauseda	0.00	0.00	0.00	0.00	0.00	1,404.68	1,404.68
Cruz Gonzalo Elizabeth Contreras	0.00	0.00	0.00	2,217.38	0.00	0.00	2,217.38
Dora Perez	0.00	0.00	0.00	0.00	0.00	1,312.96	1,312.96
Edward Brownen	0.00	0.00	0.00	0.00	0.00	1,265.24	1,265.24
Eliseo Raya Reyes	0.00	850.00	0.00	0.00	0.00	0.00	850.00
Elizabeth Ochoa	0.00	1,680.00	0.00	0.00	0.00	0.00	1,680.00
Enrique Hernandez	0.00	0.00	0.00	0.00	0.00	805.00	805.00
Guadalupe Navarro	0.00	0.00	0.00	0.00	0.00	1,479.50	1,479.50
Herminia Gomez	0.00	540.00	0.00	0.00	0.00	0.00	540.00
Hicks Ahloween Joyce	0.00	0.00	466.87	0.00	0.00	0.00	466.87
Jesus R. & Manuela Martinez	0.00	0.00	0.00	969.00	0.00	0.00	969.00
Jesus Sosa	0.00	0.00	0.00	0.00	0.00	5.07	5.07
Joaquin Trigueros Gonzalez	0.00	0.00	0.00	440.00	0.00	0.00	440.00
Luis Benavides	0.00	0.00	0.00	0.00	0.00	2,830.00	2,830.00
Manuel & Everardo, Pantoja	0.00	0.00	3,640.38	0.00	0.00	0.00	3,640.38
Manuel Parra Gonzalez	0.00	0.00	0.00	500.00	0.00	0.00	500.00
Maria Carrera	0.00	0.00	0.00	0.00	0.00	1,085.75	1,085.75
Maria Quiros	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Maria Soledad Velazquez, Aceves	0.00	0.00	0.00	0.00	52.00	0.00	52.00
Maria Trinidad, Martinez	0.00	0.00	0.00	835.00	0.00	0.00	835.00
Marisol G. Cardenas	0.00	0.00	2,230.25	0.00	0.00	0.00	2,230.25
Marlene Diane Baughman	0.00	0.00	2,265.00	0.00	0.00	0.00	2,265.00
Miguel Calderon	0.00	0.00	0.00	0.00	445.38	0.00	445.38
Mildred Ward	0.00	0.00	0.00	0.00	0.00	510.00	510.00
Patricia Amador	0.00	0.00	0.00	0.00	0.00	882.36	882.36
Ramona Sierra	0.00	0.00	0.00	0.00	0.00	232.61	232.61
Richard & Linda Leary	0.00	0.00	1,600.00	0.00	0.00	0.00	1,600.00
Rosa Calderon	820.00	0.00	0.00	0.00	0.00	0.00	820.00
Rosa Fernandez Banda	0.00	0.00	0.00	0.00	0.00	63.13	63.13
Rosalie Dela Rosa	0.00	850.00	0.00	0.00	0.00	0.00	850.00
Ruben Ray Marmolejo	0.00	0.00	0.00	1,910.00	0.00	0.00	1,910.00
Salvador & Emelina Hernandez	0.00	0.00	0.00	0.00	410.00	0.00	410.00
Sandra Valdez	0.00	0.00	0.00	0.00	0.00	221.13	221.13
Shirley Ann Johnson	0.00	1,179.05	0.00	0.00	0.00	0.00	1,179.05
Unknown	0.00	0.00	0.00	0.00	0.00	5,616.71	5,616.71
Virginia Bivins	0.00	0.00	0.00	1,201.05	0.00	0.00	1,201.05

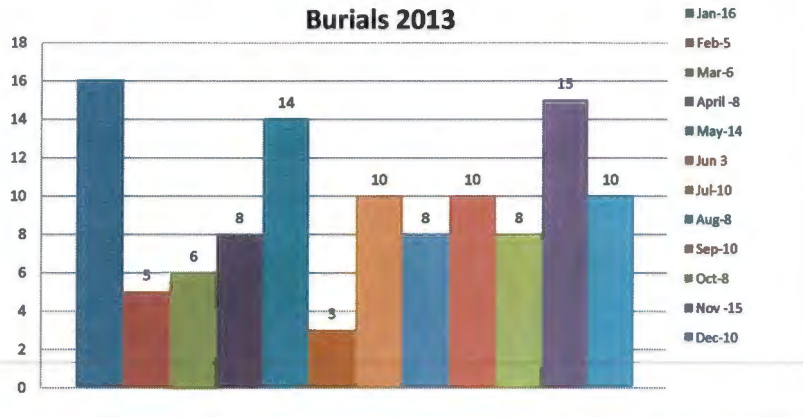
**South Kern Cemetery District
A/R Aging Summary**

As of September 30, 2014

<u>Current</u>	<u>1 - 90</u>	<u>91 - 180</u>	<u>181 - 270</u>	<u>271 - 360</u>	<u>> 360</u>	<u>TOTAL</u>
<u>820.00</u>	<u>5,429.05</u>	<u>15,809.17</u>	<u>8,977.43</u>	<u>1,747.06</u>	<u>17,914.14</u>	<u>50,696.85</u>

South Kern Cemetery District Arvin

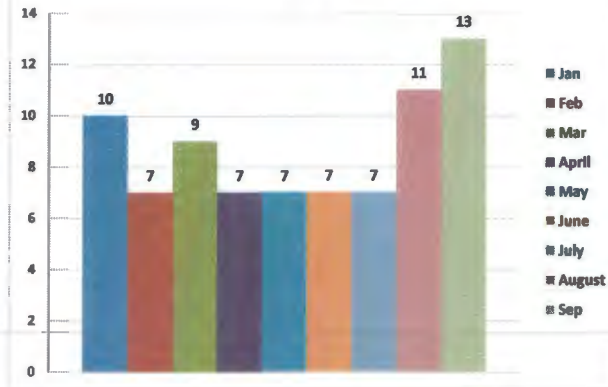
Burials 2013



Burials 2013

YT-Single 49
 YT-Double 34
 YT-Cremation 21
 YT-Retirement 1
 YT-Babes 5
 YT-Niche 3
Total 113

Burials 2014



Burials 2014

YT-Single 41
 YT-Double 27
 YT-Cremation 8
 YT-Retirement 0
 YT-Babes 1
 YT-Niche 1
Total 78

	2009	2010	2011	2012	2013	2014	Average
January	9	7	16	13	15	10	12
February	9	7	8	9	6	7	8
March	8	17	6	9	6	9	9
April	8	8	12	6	8	7	8
May	10	8	6	7	14	7	9
June	15	10	11	9	3	7	9
July	11	9	9	3	10	7	8
August	12	8	12	6	8	11	10
September	12	8	14	19	11	13	13
October	2	8	5	10	7		6
November	11	6	11	15	15		12
December	9	8	11	9	10		9
Total	116	104	121	115	113	78	9

South Kern Cemetery District

15543 South Vineland Road

Bakersfield, CA 93307

(661) 845-2540

October 21, 2014

Bank of America
500 Bear Mountain Blvd
Arvin, Ca 93203

Manuel Pantoja
Chairman of the Board of Trustees
South Kern Cemetery District

RE: Account Closure and Transfer

The South Kern Cemetery District would like to close the identified special projects account the district has with Bank of America. We have found it unnecessary to keep three (3) separate accounts and as such, we will be transferring all funds into the savings account on deposit.

All access will still be limited to the signors registered and approved district personnel.

Please close and integrate the account as directed

Should you have any questions please do not hesitate to call the District Manager, Danny Brown at (661) 845-2540.

Best regards,

Manuel Pantoja
Chairman
South Kern Cemetery District

Farrell Neeley
Vice-Chairman
South Kern Cemetery District

MEMORANDUM

ITEM 6

SOUTH KERN CEMETERY DISTRICT

TO: Honorable Chairman and Board Members

FROM: Danny Brown, District Manager

DATE: October 21, 2014

RE: Report, Discussion and Possible Approval, RE: An agreement with Wells Fargo Advisors, LLC as the investment account advisors and fund managers for the District.

Background: California Government Code as well as the Health and Safety Code requires the implementation of an agency investment policy regarding secured principal investments and retention of interest for budgetary purposes. Currently we are utilizing Morgan Stanley with little movement over a long period of time. Staff proposes an investment strategy advisory change to bring us into line with the districts adopted policy.

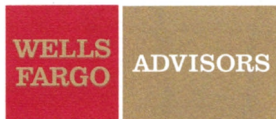
Summary: A review and meeting financial advisors found opportunity as well as an increased potential to secure more interest for use in district overhead. These firms and are as follow:

Rabobank	\$1 million aggregate required
Morgan Stanley	Eaton Vance proposal
Moneywise Wealth Management	Laddering for investments
Wells Fargo Financial	Laddering for investments

Moneywise and Wells Fargo are similar in structure but staff proposes Wells Fargo due in part to their pedigree and long standing experience and relationship with public cemetery districts. Sandra Wheeler of Wells Fargo manages all public cemetery investments and was also the recipient of the California Association of Public Cemeteries Siemens/Byington Memorial Award this last spring.

Budget Impact: None

Discussion: Staff recommends approval of Wells Fargo Financial



Wells Fargo Advisors, LLC
1160 Marsh Street, Suite 200
San Luis Obispo, CA 93401
Tel: 805-782-6602
Toll Free: 800-300-2878

South Kern Cemetery District
15543 So. Vineland Rd
Bakersfield, CA 93307

Wells Fargo Advisors knows that as a public cemetery district you have unique financial needs and objectives. We also know that one of the most important issues you will face as your organization's decision-maker is choosing someone to help you meet and exceed these goals. Wells Fargo Advisors can assess your organization's needs and provide:

- An investment plan that can help preserve and potentially increase assets
- Advice you can trust and service you can depend on

Wells Fargo Advisors is a full-service brokerage firm, which can help meet the financial needs of organizations like yours by offering a full range of products and services, including

- Investment management services. After assessing your needs and objectives, Wells Fargo Advisors helps you develop an investment proposal, including a tailored asset allocation strategy. I can help you evaluate your investment management alternatives based on your investment policy and help you make an appropriate choice. During this process, I will provide ongoing communication and service, including account evaluation, investment policy reviews and regular account, economic and market updates.

I am a member of the California Special Districts Association, a member of the Cemetery and Mortuary Association of California, and a 16 year member of the California Association of Public Cemeteries. I work closely with Cemetery Districts in advising and managing their district's funds.

Sincerely,

A handwritten signature in black ink that reads "Sandra".

Sandra H. Wheeler
Associate Vice President – Investment Officer

CAR 0613-00674





Special District Representative Client List
Sandra Wheeler, Associate Vice President – Investment Officer

I work closely with these California Public Cemeteries in investing district funds:

CA Association of Public Cemeteries
Carol Griese, Executive Director
Since May 2009

Murrieta Cemetery District
Gary Allen, Manager
Since February 2012

Selma Cemetery District
Sandi Miller, District Manager
Since January 2004

Barstow Cemetery District
Suellen Shook, Manager
Since May 2013

North County Cemetery District
Dennis Shepard, Manager
Since September 2003

Suisun Fairfield Rockville Cemetery
Doris Goodrich, General Manager
Since August 2011

Coachella Valley Cemetery District
Bret M. Kestell, General Manager
Since December 2002

North Kern Cemetery District
Jim Ludy, District Manager
Since April 2002

Summit Cemetery District
Donnie Sibole, Manager
Since July 2002

Elsinore Valley Cemetery District
Denice Enochs, Manager
Since January 2009

Orange County Cemetery District
Tim Deutsch, Manager
Since April 2001

Temecula Cemetery District
Cindi Beaudet, General Manager
Since February 2010

Hanford Cemetery District
Julian Puente, General Manager
Since May 2013

Pomerado Cemetery District
Linda Robison, General Manager
Since May 2012

Truckee Cemetery District
Ann DeVoe, Trustee
Since April 2003

Hills Ferry Cemetery District
Kenneth Moeller, Manager
Since November 2013

Reedley Cemetery District
William Conrad, Manager
Since February 2004

Vacaville-Elmira Cemetery District
R. Glenn Richards, Manager
Since July 2012

Kern County Cemetery District
Tim Unruh, District Manager
Since July 2002

San Jacinto Valley Cemetery District
Carol Griese, Manager
Since June 2004

Visalia Public Cemetery District
Donna Shores, Manager
Since November 1996

Kern River Valley Cemetery District
Randy Kyt, Manager
Since July 2004

Santa Maria Cemetery District
Becky Badenell, General Manager
Since July 2013

Washington Colony Cemetery District
Terri Osse, General Manager
Since March 2013

Madera Cemetery District
Belva Bare, Manager
Since July 1999

Saratoga Cemetery District
Gary Reed, General Manager
Since August 1999

West Side Cemetery District
Joel Bauer, Manager
Since September 2005