

The North Kern Cemetery District Minutes of Regular Meeting held November 06, 2025

The North Kern Cemetery Board meeting was held at 627 Austin St., Delano, CA., at 4:19 p.m. The meeting was called to order by Andrew Mendoza, Present were George Chase, Susana Valenzuela, Alicia Santiago, Jorge Jaime Jr, Manager, and Connie Sandoval, absent Pearl Rivera

Audience: Brooke Baird and Sally Medrano

Public Comment: None

OPEN SESSION:

Approve Transfer of Revenue October 2025 to the County Treasurer for \$118,906.11.
Motion made by George Chase and seconded by Alicia Santiago. Motion passed. No nays.

Approve October 2025 Bill List in the amount of \$89,552.98.

The bill list was discussed, and motion made by Susana Valenzuela and seconded by George Chase to accept the bill list in the amount of \$89,552.98. Motion passed. No nays.

Approve Financial Report for July 2025.

The board tabled the July 2025 financial report because the County has not finalized its financials for July through October.

Approve Financial Report for August 2025.

The board tabled the August 2025 financial report.

Approve Financial Report for September 2025.

The board tabled the September 2025 financial report.

Approve Financial Report for October 2025.

The board tabled the October 2025 financial report.

Approve Profit and Loss Report for October 2025.

Motion made by George Chase and seconded by Alicia Santiago to approve the profit and loss report for October 2025. Motion passed. No nays.

Approve October 16, 2025, Board Meeting Minutes.

Motion made by Alicia Santiago and seconded by Susana Valenzuela to approve the board meeting minutes for October 16, 2025. Motion passed. No nays.

Regular Agenda:

Wreaths Across America

Sally Medrano informed the board that she has updated the Facebook account. This year, she has two other people helping her, Melissa and Lisa. Sally gave the board permission to share her phone number with anyone who has questions. Each wreath is \$17.00, and the deadline to sponsor wreaths is Friday, November 28th. Sally states that the wreath is meant to honor the veteran, not as a Christmas decoration. Next year, she plans to start earlier in the year. Sally hopes that in the coming years, the event will grow bigger and bigger. Alicia asked her what kind of help she needed from the district. Sally said she's very grateful for the help she received last year from the staff, from delivery to placing the wreaths on veterans' graves. There are a couple of non-profit groups willing to donate. It's spread mainly through word of mouth, so she asks the board to please spread the word. The American Legion is listed as a group sponsor; group sponsors are offered the benefit of buy one, get one free. Sponsors can choose to have the wreath go to anyone or be grave specific. The District Manager told the board that the staff will set up similar to Memorial Day. Sally states that this year's ceremony will be small, but she hopes it will grow in the coming years. Next year, she's considering having the Wreaths Across America bus come out to give a short presentation on how it all started, and for schools to participate. The Legion has been helping out, and the women's Legion donated 20 wreaths. The District Manager mentioned he noticed the community enjoyed the event. Alicia told Sally she didn't want it to die out, and she is happy to hear that she is still involved.

Brown Armstrong 2024-2025 Audit

Brooke Baird, representative of Brown Armstrong Accountancy Corporation, presented the board with the final report on the 2024-2025 financial audit. Brooke addressed the board, stating that the independent auditors' report stated that the district received a clean opinion statement. It is the highest form of opinion for a district to receive. There were no disagreements with management, or no corrected assigned statements. All information required was provided. Last year, it was recommended that the board approve a budget; this year, that issue was cleared up. Motion made by Alicia Santiago and seconded by Susana Valenzuela to approve the 2024-2025 audit from Brown Armstrong. Motion passed. No Nays.

Reimbursement of Lot E/S 3-11-B

The District Manager informed the board that Mrs. Florence E. Webster's family is requesting a refund for her lot and the opening and closing. Mrs. Bonnie West states that Mrs. Webster passed away in 2023. Mrs. Webster was cremated, and the family does not plan to use the lot for her interment. The lot was paid for in 1945, and the nursing facility where Mrs. Webster resided paid for the opening and closing on the family's behalf in 2004. The District Manager asks the board how they would like to proceed. Andrew suggests verifying if the facility is still open. If it is, the refund should be issued to the nursing facility, as they paid for the service. The nursing facility will then refund the family. Reimbursement of the lot and the opening and closing are for informational purposes only.

East Side Niche Pricing

As requested by the board, the District Manager provides price lists from other cemeteries for comparison of niche prices. The niche price at Tulare Cemetery is set at \$2,000, reflecting an

older design. Visalia Cemetery offers niches at \$4,000.00, which reflects a newer, more modern model. The District Manager suggests charging \$4,500 per niche. Andrew asks if that price includes two urns and the endowment fee. The District Manager states that \$4,500 would include two urns, the name plate, and two endowment fees. He suggests he will break down and itemize the price for the board and present it at next month's meeting. Motion made by George Chase and seconded by Susana Valenzuela to approve the East Side niche price of \$4,500 for each niche for two urns. Motion passed. No Nays.

District Manager's Performance Review Forms

The board members provided Andrew with the completed forms for the manager's performance evaluation. The District Manager's evaluation will be reviewed at next month's meeting during closed session.

Trustees Compensation and Reimbursement Policy

What was learned at the CAPC conference is that districts need to update their policies. The board reviewed the meal policy. No changes were made; they agreed to keep the current meal policy as is. Alicia suggests changing the submission deadline for reimbursement from 10 days to 15 days. The board reviewed the travel and lodge policy. The District Manager informed the board that the hotel is more flexible and if there is any cancellation from the board, he can get a refund. For CAPC conference registrations, there is a deadline, and after the deadline, registrations are non-refundable. Andrew suggests asking the board during the board meeting who will attend the conference and disclose the cancellation date. The board instructs the District Manager to update the policy and present it at the December board meeting for final approval.

REPORTS

Manager's/Trustee's Reports: Burials: October Casketed: 29 Cremations: 13 Infants: 0

Disinterment: 0 Monthly Total: 42

YTD: 320 YTD Casketed: 224 YTD Cremations: 90 Infant YTD: 5 Disinterment YTD: 1

The District Manager reports that on the Day of the Dead, the board members who attended were Pearl, Alicia, and George. Andrew called the District Manager to check on things. The police enforced the rules. The outside vendors were 100 feet from the property line. The police issued tickets for improper parking. It was a very positive and successful event. The community kept the restrooms clean. Security did an excellent job. The mass was large, and many people attended. On Sunday morning, the day of the event, it was messy because the gates weren't closed on Saturday, and trash was everywhere. In the future, the District Manager suggests closing the gates. Also, the board might want to consider closing the gates during holidays like Mother's Day and Father's Day since there's a lot of traffic. Last minute, the District Manager was able to get portable toilets; however, Melvin from Semper Fries donated to cover the cost of the portable toilets, plus gave \$100 more. The District Manager will add this to next month's meeting so the board can accept the donation. The District Manager asks the board if he can get quotes for new flooring. He showed them pictures of the carpet, which is old and stained. The secretaries are concerned it might be mold. The board requests an estimate for next month's meeting. The District Manager and George Chase have a meeting with LAV Pinnacle tomorrow

at 9 a.m. Also, the tree trimmers will come this month to finish trimming the trees on the East Side of the cemetery. The disposition for the District Manager and Jorge Davila has already been done. The disposition for Connie and Xochitl was canceled until further notice. Alicia commented that she is happy with the Day of the Dead event. She recommends closing the gates on November 1st and 2nd, as well as on Mother's Day and Father's Day. The District Manager informed the board that there was one complaint during the event: some kids were throwing rocks over the fence into their yard. They were advised that if it happens again, they should call the police.

Adjournment: Motion made by George Chase and seconded by Alicia Santiago that meeting be closed at 5:51 p.m. Motion passed. No Nays.

Minutes recorded by Connie Sandoval, Executive Assistant