



# 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 MEETING ROOM 200 CAMPUS DRIVE ARVIN, CA TUESDAY AUGUST 15, 2017 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 July 2017: \$5,306.49
  - b. Approval and acceptance of minutes:  
July 18, 2017 Regular Meeting
  - c. YTD budget report
  - d. Investment, banking, and tax accounts report
  - e. Accounts Receivable Aging Report
  - f. Burial activity report
  - g. Resolution 0801 approving endowment and pre-need transfers
  - h. Training Itinerary for 2017-18
  - i. Acknowledge receipt of all correspondence

### Board Business

6. **Report, Discussion, and Possible Action, RE: Transitioning one part time groundskeeper to a full time position.**
7. **District Manager Report:**
  - a. CSDA Sept
  - b. CAPC Oct
  - c. Hughes Surveying Update

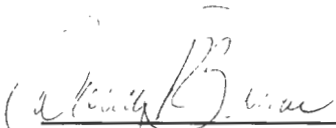
**8. Board Member Comments:**

**9. Closed Session: None**

**10. Adjournment:**

Next regular scheduled meeting will be at 5:30PM on September 19, 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 August 11, 2016.



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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.

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Danny R. Brown  
District Manager

## South Kern Cemetery District

*15543 South Vineland Road*

*Bakersfield, CA 93307*

### Bill Transaction

**Jul-17**

Check#	Vendor Name	Amount
3586	Blackburn Oil	\$242.52
3565	Mission Linen Supply	\$183.75
3566	Turf star Inc	\$285.56
3567	Site One Landscape Supply, LLC	\$339.02
3568	Lowes	\$92.44
3569	Kern River Power Equipment Inc.	\$339.62
3570	Lamont Sanitation	\$176.68
3571	PA Security and Video	\$35.00
3572	The Mountain Enterprise	\$59.40
3573	Kirk & Simas	\$800.17
3574	Ready Refresh By Nestle	\$102.00
3575	Applied Technology Group Inc.	\$79.00
3576	AT&T	\$202.19
3577	PG&E	\$927.11
3578	Office Depot	\$106.44
3579	Bank of America Business Card	\$623.87
3580	Farrell Neeley	\$50.00
3581	Linda Leary	\$50.00
3582	Manuel Pantoja	\$50.00
3583	Lowell Edward Chalk, Jr.	\$50.00
3584	Chandra Mead	\$86.72
3585	Shirley V. Watson	\$425.00
	<b>Total</b>	<b>\$5,306.49</b>



**MINUTES  
BOARD OF TRUSTEES MEETING  
OF THE SOUTH KERN CEMETERY DISTRICT  
FRAZIER PARK LIBRARY COMMUNITY ROOM  
3734 PARK DRIVE FRAZIER PARK, CA  
TUESDAY JULY 18, 2017 AT 5:00 PM**

1. **Call To Order:** Chairman Neeley called the meeting to order at 5:02 PM
2. **Pledge of Allegiance:** Chairman Neeley led the Pledge of Allegiance
3. **Roll Call:** Chairman Neeley, Vice-Chairman Chalk and Trustees Leary, Pantoja and Mead present. All Present
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 June 2017: \$14,352.63
  - b. Approval and acceptance of minutes:  
June 20, 2017 Regular Meeting
  - c. YTD budget report
  - d. Investment, banking, and tax accounts report
  - e. Accounts Receivable Aging Report
  - f. Burial activity report
  - g. Resolution 0701 approving endowment and pre-need transfers
  - h. Acknowledge receipt of all correspondence

Vice-Chairman Chalk made a motion to approve the consent calendar. Trustee Mead seconded the motion. Item is passed 5-0-0.

**Board Business:**

6. **Report, Discussion, and Possible Action, RE: Frazier Park property acquisition and determination of action to be taken (Karen O'Neil, Counsel)**

District counsel Karen O'Neil joined the meeting via conference call at 5:06 PM.

A report was given regarding property acquisition in Frazier Park. A request for survey made and the District Manager was provided direction.

No further action was taken at this time.

- 7. Report, Discussion, and Possible Action, RE:** retaining an engineer for site boundary survey and engineering related to a grant deed determination regarding potential property acquisition and further authorize the District Manager to execute the agreement.

Chairman Neeley presented the item requesting for a full site survey and the development of a new legal boundary description by an outside surveying firm. The new descriptions will then be forwarded to the Kern County Planning Department for approval and then presented to the site owner for signature and transfer.

Trustee Leary made the motion to approve the work to be done. Trustee Mead second the motion. Item is passed 5-0-0.

**8. District Manager Report:**

- a. CAPC Education Seminar in October
- b. CSDA Annual Meeting in September
- c. Vacation scheduling for staff
- d. Prelim on request for part time transition to full time.
- e. Accounts receivable delinquencies have been sent out for payment of cancellation.

**9. Board Member Comments:**

Trustee Mead stated that the CSDA is a great training opportunity. Trustee Mead also thanked the Ridge Route Museum and specifically Bonnie for her interest in the district as well as assistance in site selection.

Chairman Neeley thanked Trustee Mead for her diligence and perseverance related to providing a public cemetery to the Kern County Mountain Communities. Chairman Neeley also stated he was pleased with the progress and the ability to provide a public service to the residents living in the mountain communities.

Trustee Leary thanked all of the public and interested residents that were in attendance.

**10. Closed Session: None**

**11. Adjournment:**

Vice-Chairman Chalk made a motion to adjourn. The motion was seconded by Trustee Pantoja.

**Meeting adjourned at 5:36 PM**

Respectfully Submitted,

South Kern Cemetery District  
 Profit Loss by Month  
 July 2017 through June 2018

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
<b>Income</b>														
Income Pre-Need to All-Need	\$ 2,019.21												\$ 2,019.21	\$ 2,019.21
All-Need Sales														\$ 50,000.00
Burial Rights	\$ 2,365.00												\$ 2,365.00	
Open/Close	\$ 2,530.00												\$ 2,530.00	
Installing Memorials	\$ 1,680.00												\$ 1,680.00	
Handling Fee	\$ 1,280.00												\$ 1,280.00	
Equipment Services	\$ 1,950.00												\$ 1,950.00	
Linear	\$ 2,350.00												\$ 2,350.00	
Endowment Fund	\$ 1,620.00												\$ 1,620.00	
Columbarium Niche	\$ 465.00												\$ 465.00	
Out of District	\$ 100.00												\$ 100.00	
All-Need Sales - Other														
Disinterment														
<b>Total All-Need Sales</b>	<b>\$ 10,339.21</b>												<b>\$ 16,339.21</b>	<b>\$ 240,000.00</b>
<b>Pre-Need Sales</b>														<b>6.81%</b>
Contract Charges	\$ 30.00												\$ 30.00	
Memorial Setting Fee														
Endowment														
Burial Rights	\$ 4,725.00												\$ 4,725.00	
Niche Sales														
Niche Plaque Etching														
Niche Sales	\$ 345.00												\$ 345.00	
Niche O/C Doc														
<b>Total Niche Sales</b>	<b>\$ 345.00</b>												<b>\$ 345.00</b>	
Interest on Investment Account														
Interest on Bank Account	\$ 0.02												\$ 0.02	
Interest On County Accounts														
Property Tax Income	\$ 1,421.78												\$ 1,421.78	
Legacy Sales														
<b>Gross Income</b>	<b>\$ 22,861.01</b>												<b>\$ 22,861.01</b>	<b>\$ 455,600.00</b>
<b>EXPENSE</b>														<b>4.99%</b>
<b>Personnel Operations</b>														
District Manager	\$ 6,572.00												\$ 6,572.00	
Administrative Assistant	\$ 3,966.00												\$ 3,966.00	
Grounds Crew I	\$ 3,550.00												\$ 3,550.00	
Grounds Crew II	\$ 3,330.00												\$ 3,330.00	
Grounds Crew III	\$ 1,898.82												\$ 1,898.82	
Board of Trustees Meeting	\$ 250.00												\$ 250.00	
Insurance-Health														
Insurance-Dental														
Insurance-Vision														
Insurance-Flex Elect	\$ 600.00												\$ 600.00	
Insurance-Life														
Board Per Diem														
Employee Per Diem														
CalPERS	\$ 1,474.28												\$ 1,474.28	
Uniforms	\$ 139.96												\$ 139.96	
Safety Equipment														
Cellular Allowance	\$ 150.00												\$ 150.00	
Vehicle Allowance	\$ 400.00												\$ 400.00	
Travel & Training-Trustees	\$ 36.72												\$ 36.72	
Travel & Training-Employees	\$ (141.20)												\$ (141.20)	
<b>Personnel Subtotal</b>	<b>\$ 22,228.58</b>												<b>\$ 22,228.58</b>	<b>\$ 268,300.00</b>
<b>Maintenance and Grounds</b>														<b>6.27%</b>
Fuel and Oil	\$ 242.52												\$ 242.52	
Tree Maintenance														
Cleaning/Paper Supplies	\$ 43.79												\$ 43.79	
Large Tool Replacement														
Small Tool Replacement														
Equipment Rental														
Equipment Repairs and Maintenance	\$ 339.62												\$ 339.62	
Headstone Base	\$ 92.44												\$ 92.44	

South Kern Cemetery District  
 Profit Loss by Month  
 July 2017 through June 2018

Line#	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
Vase														
Insecticides and Herbicides														
Maintenance and Grounds														
Marker Equipment, Repair	75.08												75.08	
Maintenance and Grounds Subtotal	793.45												793.45	42,800.00
Administration														1.87%
Postage														
Office Supplies														
Memberships	106.44												106.44	
County of Kern Admin Fees	281.11												281.11	
Professional Services-Audit														
Professional Services-Legal	800.17												800.17	
Software/Computers	64.99												64.99	
Marketing/Ads	59.40												59.40	
Bank Fee														
Credit Card Processing Fee	33.34												33.34	
Sales Tax	401.00												401.00	
Payroll Tax-SS/FICA	1,548.71												1,548.71	
Insurance-Property Liability														
Insurance-Workers Comp														
Insurance-Unemployment														
Memorial Day Services														
Payroll Processing Fee	86.14												86.14	
Administration Subtotal	3,382.30												3,382.30	119,398.00
Utilities														4.84%
AT&T	202.19												202.19	
PG&E	927.11												927.11	
Alarm Services	35.00												35.00	
Internet Service	79.00												79.00	
Drinking Water	102.00												102.00	
Returned Lots														
Sanitation Service	175.68												175.68	
Utilities Subtotal	521.98												521.98	15,600.00
Capital Outlay														
Grounds/Irrigation	624.58												624.58	
Buildings														
Equipment														
Vehicles														
Expenses Total	28,548.89												28,548.89	458,600.00
TOTAL EXPENSE	28,548.89												28,548.89	6.23%
TOTAL INCOME	22,861.01												22,861.01	
PROFIT (LOSS)	(6,687.88)												(6,687.88)	



	8/2016	9/2015	10/2016	11/2016	12/2017	1/2017	2/2017	3/2017	4/2017	5/2017	6/2017	7/2017
<b>Investment Account</b>												
<b>2015-16</b>												
Opening Valuation	\$ 489,886.68	\$ 489,902.17	\$ 500,835.00	\$ 507,517.14	\$ 499,825.95	\$ 498,576.07	\$ 505,598.52	\$ 507,168.30	\$ 507,446.52	\$ 515,713.81	\$ 518,153.89	\$ 511,585.26
Credit/Debits/Transfers	\$ 879.57	\$ -	\$ 8,869.72	\$ -	\$ -	\$ 5,991.28	\$ -	\$ 5,220.00	\$ 5,220.00	\$ 3,522.64	\$ 548.91	\$ 5,660.91
Change in Value	\$ (876.05)	\$ 932.83	\$ (7,187.59)	\$ (7,881.18)	\$ (1,048.88)	\$ 1,031.32	\$ 1,569.78	\$ 278.22	\$ 3,047.29	\$ (1,882.56)	\$ (7,117.54)	\$ (134.97)
Closing Valuation	\$ 489,902.17	\$ 500,835.00	\$ 507,517.14	\$ 499,825.95	\$ 498,576.07	\$ 505,598.83	\$ 507,168.30	\$ 507,446.52	\$ 515,713.81	\$ 516,163.89	\$ 511,585.26	\$ 517,111.20

**Bank of America Account**

Checking Account	2687	\$ 16,658.04	\$ 24,536.50	\$ 18,710.31	\$ 2,152.92	\$ 11,229.44	\$ 38,741.06	\$ 16,558.47	\$ 40,427.91	\$ 27,264.36	\$ 22,713.40	\$ 31,957.42
Credit Card Received	1870	\$ 2,591.20	\$ 2,831.75	\$ 2,931.30	\$ 2,931.95	\$ 931.37	\$ 931.39	\$ 931.42	\$ 831.44	\$ 831.40	\$ 931.48	\$ 931.50
Total Cash On Hand		\$ 19,249.24	\$ 27,368.25	\$ 21,641.61	\$ 5,084.87	\$ 14,160.81	\$ 39,672.45	\$ 17,489.87	\$ 41,259.35	\$ 29,195.62	\$ 23,644.88	\$ 32,888.92

**County Funds**

Tax Account Funds	42000	\$ 77,828.25	\$ 84,796.81	\$ 79,312.18	\$ 86,004.94	\$ 134,833.24	\$ 101,884.94	\$ 104,470.80	\$ 110,910.93	\$ 113,301.92	\$ 117,080.13	\$ 84,434.34
Endowment Care	42002	\$ 1,170.26	\$ 1,170.26	\$ 1,172.97	\$ 1,172.97	\$ 1,172.97	\$ 1,175.85	\$ 1,175.85	\$ 1,179.18	\$ 1,179.18	\$ 1,179.18	\$ 1,182.71
Land Purchase/Development	42004	\$ 971.74	\$ 971.74	\$ 974.02	\$ 974.02	\$ 974.02	\$ 976.41	\$ 976.41	\$ 979.17	\$ 979.17	\$ 979.17	\$ 982.10
Pre-Need Sales	42005	\$ 110,074.64	\$ 142,293.31	\$ 139,393.77	\$ 107,158.65	\$ 107,158.65	\$ 100,494.97	\$ 100,494.97	\$ 92,002.70	\$ 91,264.25	\$ 91,094.20	\$ 91,135.19
Total		\$ 189,044.89	\$ 229,232.12	\$ 210,842.64	\$ 195,200.58	\$ 244,136.88	\$ 204,532.17	\$ 207,118.03	\$ 205,071.98	\$ 207,454.62	\$ 211,232.73	\$ 177,134.25

Total All Cash Accounts		\$ 705,856.30	\$ 767,634.87	\$ 760,001.89	\$ 700,018.80	\$ 754,873.76	\$ 749,804.14	\$ 731,776.20	\$ 762,145.14	\$ 753,804.23	\$ 746,482.87	\$ 727,794.37
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**South Kern Cemetery District**  
 15543 South Vineland Road  
 Bakersfield, CA 93307

**Aged Receivables [Summary]**

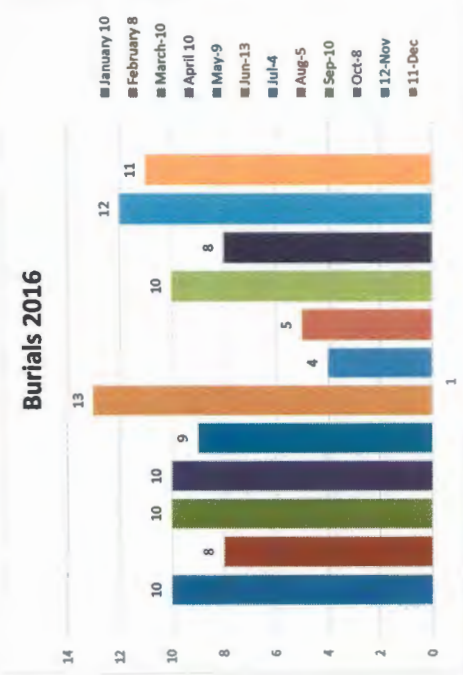
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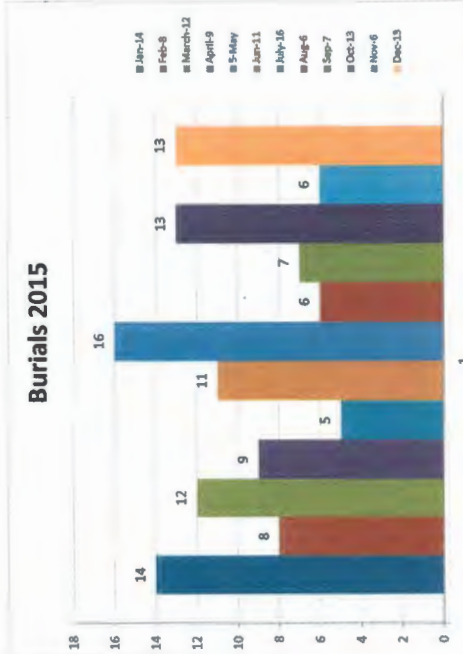
Name	Total Due	0 - 90	91 - 180	181 - 360	360+
Anita Ramirez Moreno	\$1,310.00	\$1,310.00	\$0.00	\$0.00	\$0.00
Ruth M. Aguirre	\$530.00	\$0.00	\$530.00	\$0.00	\$0.00
Raquel Joan Alcaraz	\$985.00	\$0.00	\$985.00	\$0.00	\$0.00
Maricarmen Arroyo	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Ariana Benavides	\$530.00	\$0.00	\$0.00	\$530.00	\$0.00
Araceli Cervantes Ochoa	\$73.75	\$0.00	\$0.00	\$73.75	\$0.00
Cesar & Norma Moreno	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
Eliseo Raya Reyes	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Esmeralda Moreno	\$190.50	\$0.00	\$0.00	\$0.00	\$190.50
Cesar Flores	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00
Amparo Juarez	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00
Nancy Leon	\$600.85	\$0.00	\$600.85	\$0.00	\$0.00
Linda & Rosalie Love & Jim	\$1,535.00	\$1,535.00	\$0.00	\$0.00	\$0.00
Leyda Lugo	\$256.42	\$256.42	\$0.00	\$0.00	\$0.00
Maria E. Nunez Martinez	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00
Miguel Morales	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Enrique Moreno	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00
Lorena Moreno	\$885.00	\$0.00	\$0.00	\$885.00	\$0.00
Deysi Nunes	\$915.00	\$0.00	\$0.00	\$915.00	\$0.00
Denice Nunez	\$962.00	\$0.00	\$480.75	\$481.25	\$0.00
Jose & Elisabeth Ochoa	\$562.00	\$0.00	\$562.00	\$0.00	\$0.00
Manuel Parra	\$375.00	\$0.00	\$375.00	\$0.00	\$0.00
Maria Penaloza	\$1,127.50	\$0.00	\$0.00	\$0.00	\$1,127.50
Manuel Perez	\$475.00	\$475.00	\$0.00	\$0.00	\$0.00
Rodolfo Gonzalez Zuniga	\$215.00	\$0.00	\$215.00	\$0.00	\$0.00
Susana & Jose Salazar	\$437.50	\$0.00	\$437.50	\$0.00	\$0.00
Maria Soledad Sanchez	\$296.25	\$0.00	\$0.00	\$296.25	\$0.00
Angela Arvella Soto	\$425.00	\$0.00	\$0.00	\$425.00	\$0.00
David Tapia	\$330.00	\$0.00	\$0.00	\$330.00	\$0.00
Cynthia M. Nicholson Thom	\$1,930.00	\$1,930.00	\$0.00	\$0.00	\$0.00
Saul Velasquez	\$1,360.00	\$0.00	\$0.00	\$1,360.00	\$0.00
James A. Zetzsche	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$19,296.77</b>	<b>\$5,506.42</b>	<b>\$4,486.10</b>	<b>\$6,171.25</b>	<b>\$3,133.00</b>
<b>Aging Percent:</b>		<b>28.5%</b>	<b>23.2%</b>	<b>32.0%</b>	<b>16.2%</b>

# South Kern Cemetery District Arvin

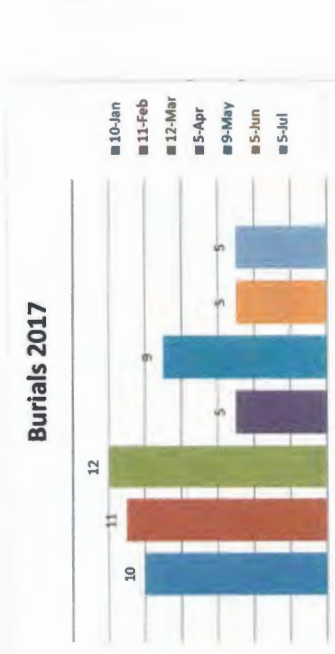
YT-Single 71  
 YT-Double 9  
 YT-Cremation 23  
 YT-Retirement 1  
 YT-Babes 4  
 YT-Niche 2  
**Total 110**



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



YT-Single 38  
 YT-Double 4  
 YT-Cremation 5  
 YT-Retirement 0  
 YT-Babes 5  
 YT-Niche 5  
**Total 57**



	2009	2010	2011	2012	2013	2014	2015	2016	2017	Average
January	9	7	16	13	15	10	14	10	10	12
February	9	7	8	9	6	7	8	8	11	8
March	8	17	6	9	6	9	12	10	12	10
April	8	8	12	6	8	7	9	10	5	8
May	10	8	6	7	14	7	5	9	9	8
June	15	10	11	9	3	7	11	13	5	9
July	11	9	9	3	10	7	16	4	5	8
August	12	8	12	6	8	13	6	5	9	9
September	12	8	14	19	11	13	7	10	12	12
October	2	8	5	10	7	8	13	8	8	8
November	11	6	11	15	15	7	6	12	10	10
December	9	8	11	9	10	10	13	11	10	10
<b>Total</b>	<b>119</b>	<b>104</b>	<b>171</b>	<b>155</b>	<b>113</b>	<b>108</b>	<b>150</b>	<b>110</b>	<b>98</b>	<b>9</b>

RESOLUTION No. 2017-0801

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

-o0o-

**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 July 31, 2017.

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

July 1, 2017 to July 31, 2017 Endowment	<u>\$1,620.00</u>
<b>Total Endowment Transfer</b>	<b>\$1,620.00</b>
July 1, 2017 to July 31, 2017 Pre-Need Burial Rights	\$ 4,725.00
July 1, 2017 to July 31, 2017 Pre-Need to At-Need transfers	<u>\$ 2,019.21</u>
<b>Total Pre-Need</b>	<b>\$ 6,744.21</b>

**PASSED AND ADOPTED** by the Board of Trustees for the South Kern Cemetery District on this 15th Day of August, 2017 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 5(h)

### SOUTH KERN CEMETERY DISTRICT

**TO:** Honorable Chairman and Board Members

**FROM:** Danny Brown, District Manager

**DATE:** August 15, 2017

#### **Proposed Training Itinerary and opportunities for Fiscal Year 2017-18**

September 25-28	California Special Districts Assn. Annual Conference
October 4-5	Groundskeeper Landscape Expo and Education Seminar
October 7-8*	California Assn. of Public Cemeteries Meeting and Education Seminar
October 22-24	Board Clerk Training
February 22-24 2018	California Assn. of Public Cemeteries Annual Meeting
June 24-26 2018*	California Special Districts Assn. General Managers Summit

\*Denotes training that is covered under education grants

# MEMORANDUM

## ITEM 6

### SOUTH KERN CEMETERY DISTRICT

**TO:** Honorable Chairman and Board Members

**FROM:** Danny Brown, District Manager

**DATE:** August 15, 2017

**Report, Discussion, and Possible Action, RE:** Transitioning one part time groundskeeper to a full time position.

**Background:** Since 2014 the district has been operating with two full time groundskeepers and one part time. With the pending expansion there will be an increase of workload as well as periodic staff absences in order to develop, improve, and provide services to any new location. Coupled with scheduled appointments and leaves, this places a burden on the staffing levels.

**Summary:** Staff levels are at a minimal level and while initial revenues will be negatively affected, additional revenues will eventually catch up with the inception of a new location with expanded district services. Staff has already began the additional expansion of marketing for the immediate area as well as established areas in order to offset these expenditures.

**Possible Budget Impact:**

a. Budgeting salary impact	\$5,720
b. CalPERS Impact	\$1,410
c. Insurance In Lieu impact	\$1,650
d. <u>FICA/SSI increase impact</u>	<u>\$ 450</u>
<b>Total</b>	<b>\$9,230</b>

Current Contingency reserve will change from \$25,314 to \$16,084

**Discussion:** Staff awaits any direction by the Board of Trustees.



2017 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE

# Attendee Registration Form

one form per attendee, please print

Sept. 25-28, 2017  
Monterey, California



### Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net).
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrine@csda.net](mailto:cathrine@csda.net) or call toll-free 877-924-2732.

### Full conference registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Emergency Contact:		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
<b>Conference Registration Fees</b>		<b>Early Bird (on before Aug. 15, 2017)</b>	<b>Regular (after Aug. 25, 2017)</b>
<input type="checkbox"/> CSDA Member - Full Conference		\$580.00	\$630.00
<input type="checkbox"/> Non-member - Full Conference		\$870.00	\$945.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$275.00	\$315.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$275.00 each day	\$290.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$415.00 each day	\$435.00 each day
<b>Separate Registration Fees</b>		<b>Member</b>	<b>Non-member</b>
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 25		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: Building Your District Strong - Sept. 25		\$150.00	\$225.00
<input type="checkbox"/> Pre-Conference Tour: Monterey Regional Airport District - Sept. 25		\$ 50.00 (includes transportation/lunch) (limited to 45 attendees)	
<input type="checkbox"/> Pre-Conference Tour: Elk Horn Slough Safari & Moss Landing Harbor District - Sept. 25		\$ 56.00 (includes trans./two-hour boat tour) (limited to 24 attendees)	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Sept. 25		\$ 115.00 (includes lunch)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 27		\$ 45.00	
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 27		\$ 60.00 CSDA Member Guest	\$ 90.00 Non-member Guest
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, September 1, 2017. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 1, 2017. Substitutions are acceptable and must be done in writing no later than September 15, 2017 at 5:00 p.m. Please submit any cancellation notice or substitution request to [emily@csda.net](mailto:emily@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.



Registration Form

"Public Cemetery District

Annual Education Seminar & Area Meeting"

Friday, October 6, & Saturday, October 7, 2017

Name \_\_\_\_\_ Position \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

First time attendee at CAPC event, Yes \_\_\_\_\_ No \_\_\_\_\_

Guest \_\_\_\_\_

**Friday, October 6, 2017**

Education Seminar Registration Fee...

CAPC Members \$140.00 Non-Members \$190.00 \$ \_\_\_\_\_

(Buffet Includes: Mixed Salad, Fresh fruit, Smoked Turkey, Roast Beef, Ham, & Dried Salami, Egg Salad, Artisan Cheese, Assorted Breads, Cookies and Brownies)

\_\_\_\_\_ Guest Buffet Lunch @ \$47.00 each \$ \_\_\_\_\_

**Saturday, October 7, 2017**

Area Meeting Registration Fee...

CAPC Members \$140.00 Non-Members \$190.00 \$ \_\_\_\_\_

(Buffet Includes: Mixed Greens w/ Cilantro Dressing, Fresh Fruit Salad, Chips & Salsa, Chicken Fajitas, Mini Tortilla Tacos, Onions & Cilantro, Vegetarian Refried Beans, Mexican Rice, & Dessert)

\_\_\_\_\_ Guest Buffet Lunch @ \$47.00 each \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

Please complete separate registration for each attendee and return with payment no later than Tuesday, September 5, 2017.

To: CAPC  
P.O. Box 119  
San Jacinto, CA 92581  
Telephone: (888) 344-9858  
Fax: (951) 652-3643

No refunds for cancellations received after September 5, 2017.

Applications from CAPC member districts are being accepted until Wednesday, August 16, 2017 for scholarships to attend the seminar. Contact CAPC.

# The Modular Cube System™ (MCS)



PHASE 1

Christy's Modular Cube System™ (MCS) is a truly expandable modular system that allows the cemetery to add additional niche inventory as needed. The unique attachment system allows for a finished look at any point in the phasing process. The sturdy Glass Fiber Reinforced Concrete (GFRC) Boxes have the Old World - Tuscan look and feel of natural Travertine.

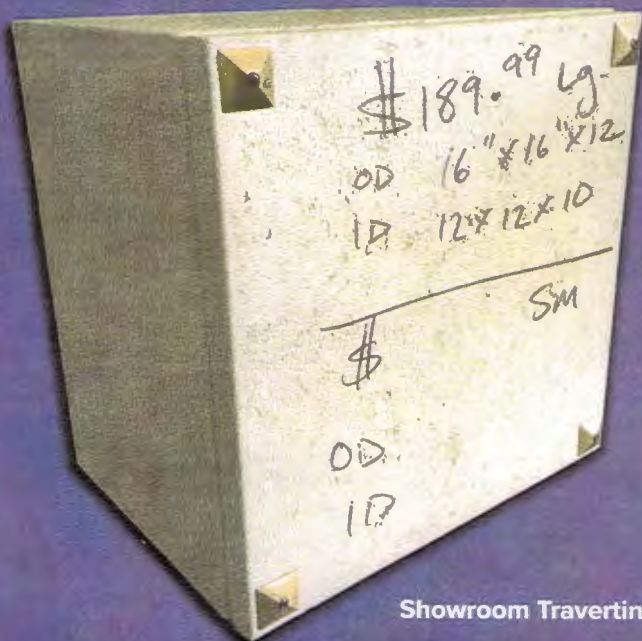
The Modular Cube System™ (MCS) was designed to allow your grounds crew the ability to assemble and/or expand the niche feature easily, without the worry of expensive construction and disruption of the day to day activities of the cemetery.

The individual GFRC Boxes weigh approximately 160 pounds, avoiding the necessity of any specialized equipment for installation.

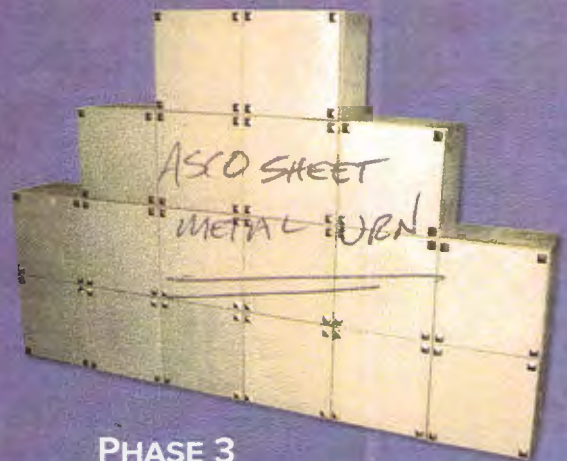
Christy offers help with conceptual design and 3D color renderings with the purchase of the Modular Cube System™ (MCS).



PHASE 2



Showroom Travertine Finish



PHASE 3