



AGENDA
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:**
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 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

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

8. District Manager Report:

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

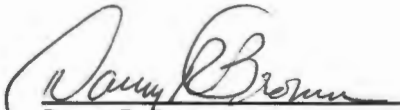
9. Board Member Comments:

10. Closed Session: None

11. Adjournment:

Next regular scheduled meeting will be at 5:30PM on December 21, 2016 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 November 10, 2016.



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*15543 South Vineland Road**Bakersfield, CA 93307***Bills Transection****Oct/31/2016**

Check#	Vendor Name	Amount
	PG&E	\$810.83
	Kirk & Simas	\$762.95
	United Health Care	\$696.64
	Zee Medical Service Co #34	\$74.34
	Kaiser Permanente	\$2,408.17
	AT&T	\$190.53
	Office Depot Business Credit	\$168.73
	Applied Technology Group Inc.	\$79.00
	Blackburn Oil	\$140.50
	Mission Linen Supply	\$127.40
	PA Security and Video	\$30.00
	The Mountain Enterprise	\$54.00
	Ready Fresh By Nestle	\$47.40
	O'Reilly Auto Parts	\$25.78
	A1 Battery	\$56.44
	Lamont General Store	\$12.43
	Tyack's Tires Inc.	\$24.45
	Bank of America Business Card	\$2,848.91
	Linda Leary	\$50.00
	Farrell Neeley	\$50.00
	Lowell Edward Chalk, Jr.	\$50.00
	Chandra Mead	\$86.72
	Joaquin Trigueros Gonzalez	\$600.00
	Elite Site Services	\$354.75
	Lamont Sanitation	\$176.68
	Lowes	\$247.56

Total \$10,174.21



**MINUTES
BOARD OF TRUSTEES MEETING
OF THE SOUTH KERN CEMETERY DISTRICT
ARVIN LIBRARY BOARD ROOM
200 CAMPUS DRIVE, ARVIN, CA
TUESDAY OCTOBER 18, 2016 AT 5:30 PM**

1. **Call To Order:** Chairman Neeley called the meeting to order at 5:30 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 September 2016: \$12,703.23
 - b. Approval and acceptance of minutes:
September 20, 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 1001 approving endowment and pre-need transfers
 - h. Acknowledge receipt of all correspondence

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

Board Business

6. **None**
7. **District Manager Report:**
 - a. CAPC Training Report

- b. SB-1179 Signed by the Governor (Succession of Interment Rights)
- c. Next CAPC Conference Feb 23-25 in Oxnard
- d. Accounts Receivable Actions

8. Board Member Comments:

Vice-Chair Mead stated she would like to see a board self-evaluation as well as an exploration into a cenotaph and ossuary's.

Chairman Neeley stated he would like to begin work on a full data mining of the districts demographics to be used as preliminary information for a future strategic plan.

9. Adjournment:

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

Meeting adjourned at 6:07 PM

Respectfully Submitted,

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
Income														
Income Pre-Need to At-Need	640.00	3,099.13	5,338.26	2,444.13									\$ 11,521.52	
At Need Sales														
Burial Rights	1,310.00	2,620.00	5,895.00	2,925.00									\$ 12,750.00	
Open/Close	2,475.00	4,455.00	4,455.00	2,920.00									\$ 12,300.00	
Installing Memorials	1,400.00	1,680.00	2,520.00	2,240.00									\$ 7,840.00	
Handling Fee	1,050.00	1,680.00	1,680.00	1,680.00									\$ 6,300.00	
Equipment Services	1,575.00	1,575.00	2,835.00	2,520.00									\$ 8,505.00	
Liner	2,275.00	2,880.00	4,095.00	2,615.00									\$ 11,865.00	
Endowment Fund	1,080.00	1,440.00	3,240.00	1,620.00									\$ 7,380.00	
Columbarium Niche													\$ -	
Out of District			\$300.00										\$ 300.00	
At Need Sales - Other				8,025.00									\$ 8,025.00	
Disinterment													\$ -	
Contract Charges	40.00	40.00	40.00	20.00									\$ 140.00	
Memorial Setting Fee	1,080.00	380.00	\$720.00	0.00									\$ 2,160.00	
Endowment	1,985.00	1,310.00	2,620.00	2,620.00									\$ 8,515.00	
Burial Rights													\$ -	
Niche Pre-Need Exciting													\$ -	
Niche Sales													\$ -	
Niche O/C Doc													\$ -	
Total Niche Sales													\$ -	
Interest on Investment Account													\$ -	
Interest on Bank Account		0.19	0.05	0.05									\$ 0.29	
Interest On County Accounts													\$ -	
Property Tax Income	538.75	127.66	6,968.56	2,235.16									\$ 9,870.13	
Legacy Sales				\$(900.00)									\$ (900.00)	
Fiscal Year Tax Apportionment	538.75	127.85	6,968.61	1,535.21									\$ 9,270.42	
Gross Income	\$ 15,426.75	\$ 19,261.98	\$ 40,916.87	\$ 29,264.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,871.94	\$ 486,500.00
EXPENSE														
District Manager	6,106.00	4,894.80	4,894.80	4,894.80									\$ 20,770.40	
Administrative Assistant	3,883.00	3,126.40	3,126.40	3,360.88									\$ 13,496.68	
Grounds Crew I	3,489.00	2,808.40	2,808.40	2,808.40									\$ 11,908.20	
Grounds Crew II	3,221.00	2,614.40	2,614.40	2,614.40									\$ 11,064.20	
Grounds Crew III	1,582.00	1,140.83	1,137.37	1,286.42									\$ 5,089.82	
Board of Trustees Meeting	200.00	200.00	200.00	150.00									\$ 750.00	
Insurance-Health	2,406.00	2,408.17	2,408.17	2,408.17									\$ 9,632.34	
Insurance-Dental	620.64	620.54	584.72	584.72									\$ 2,410.62	
Insurance-Vision	111.82	147.74	111.82	111.82									\$ 483.50	
Insurance-Flex Elect	300.00	300.00	300.00	300.00									\$ 1,200.00	
Insurance-Life													\$ -	
Board Per Diem			600.00										\$ 600.00	
Employee Per Diem			600.00										\$ 600.00	
CalPERS	2,160.63	3,743.18	-1,310.47	1,284.05									\$ 6,598.33	
Uniforms	242.53		127.40	74.34									\$ 487.33	
Safety Equipment													\$ 74.34	
Cellular Allowance	75.00	75.00	75.00	75.00									\$ 300.00	
Vehicle Allowance	200.00	200.00	200.00	200.00									\$ 800.00	
Travel & Training-Trustees	36.72	480.72	921.24	1,394.68									\$ 2,823.36	
Travel & Training-Employees	\$(25.00)	444.00	805.88	1,432.44									\$ 2,057.12	
Fuel and Oil	114.00	186.54											\$ 300.54	
Tree Maintenance													\$ -	
Cleaning/Paper Supplies													\$ -	

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	\$ 71.00
Small Tool Replacement		34.46	40.35	94.65									\$ 169.46	\$ 169.46
Equipment Rental			92.28	354.75									\$ 447.03	\$ 447.03
Equipment Repairs and Maintenance	100.00	291.90	1,512.82										\$ 1,904.82	\$ 1,904.82
Headstone Base													\$ -	\$ -
Liners	6,617.00												\$ 6,617.00	\$ 6,617.00
Vase	756.00												\$ 756.00	\$ 756.00
Insecticides and Herbicides	102.00												\$ 102.00	\$ 102.00
Maintenance and Grounds	504.00	83.52		272.01									\$ 859.53	\$ 859.53
Marker Equipment, Repair													\$ -	\$ -
Maintenance and Grounds Subtotal	\$ 8,284.00	\$ 686.42	\$ 1,645.55	\$ 721.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,227.38	\$ 43,890.00
Administration													\$ -	\$ 25.63%
Postage	94.00												\$ 94.00	\$ 94.00
Office Supplies	112.00	52.66	70.25	168.73									\$ 403.64	\$ 403.64
Memberships				185.00									\$ 185.00	\$ 185.00
County of Kern Admin Fees	23.00												\$ 23.00	\$ 23.00
Professional Services-Audit													\$ -	\$ -
Professional Services-Legal	1,341.00		215.00	762.95									\$ 2,318.95	\$ 2,318.95
Software/Computers	15.00	109.99	79.48	14.99									\$ 219.46	\$ 219.46
Marketing/Ads		56.00	164.00	54.00									\$ 274.00	\$ 274.00
Bank Fee		0.80											\$ 0.80	\$ 0.80
Credit Card Processing Fee		78.81	81.13										\$ 160.94	\$ 160.94
Sales Tax				694.00									\$ 694.00	\$ 694.00
Payroll Tax-SS/FICA	1,426.00	1,142.81	1,142.55	1,212.28									\$ 4,823.64	\$ 4,823.64
Insurance-Property/Liability			2,359.32										\$ 2,359.32	\$ 2,359.32
Insurance-Workers Comp			2,418.50										\$ 2,418.50	\$ 2,418.50
Insurance-Unemployment	226.00												\$ 226.00	\$ 226.00
Memorial Day Services		124.18	124.18	134.18									\$ 382.54	\$ 382.54
Payroll Processing Fee	134.00												\$ 134.00	\$ 134.00
AT&T	169.00	191.95	190.58	190.53									\$ 762.07	\$ 762.07
PG&E	943.00	872.42	1,147.38	810.83									\$ 3,673.61	\$ 3,673.61
Alarm Services	30.00	30.00	30.00	30.00									\$ 120.00	\$ 120.00
Internet Service	79.00	79.00	79.00	79.00									\$ 316.00	\$ 316.00
Drinking Water	128.00	17.39	128.34	47.40									\$ 322.13	\$ 322.13
Returned Lots													\$ -	\$ -
Sanitation Service	177.00	176.88	176.88	176.88									\$ 707.04	\$ 707.04
Utilities Subtotal	\$ 1,547.00	\$ 1,467.44	\$ 1,751.87	\$ 1,334.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,100.86	\$ 15,940.00
Capital Outlay													\$ -	\$ 38.27%
Grounds/Irrigation													\$ -	\$ -
Buildings													\$ -	\$ -
Equipment													\$ -	\$ -
Vehicles													\$ -	\$ -
Expenses Total	\$ 37,193.44	\$ 26,822.12	\$ 32,865.90	\$ 28,565.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,447.06	\$ 466,500.00
TOTAL EXPENSE	\$ 37,193.44	\$ 26,822.12	\$ 32,865.90	\$ 28,565.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,447.06	\$ 466,500.00
TOTAL INCOME	\$ 15,428.75	\$ 19,261.99	\$ 40,916.87	\$ 23,884.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,491.15	\$ 104,871.84
PROFIT (LOSS)	\$ (21,764.69)	\$ (7,660.14)	\$ (7,949.03)	\$ (5,681.06)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,955.91)	\$ (20,628.16)
Total Expense YTD	\$ 125,447.06	\$ 26,822.12	\$ 32,865.90	\$ 28,565.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,447.06	\$ 466,500.00
Total Income YTD	\$ 99,491.15	\$ 19,261.99	\$ 40,916.87	\$ 23,884.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,491.15	\$ 104,871.84
Profit Total YTD	\$ (25,955.91)	\$ (7,660.14)	\$ (7,949.03)	\$ (5,681.06)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,955.91)	\$ (20,628.16)

Investment Account

	1/1/2015	12/2015	1/2016	2/2016	3/2016	4/2016	5/2016	6/2016	7/2016	8/2016	9/2016	10/2016
Opening Valuation	\$ 332,544.84	\$ 331,351.44	\$ 331,057.17	\$ 331,708.24	\$ 331,877.13	\$ 332,068.16	\$ 494,822.55	\$ 489,510.93	\$ 492,845.06	\$ 499,898.86	\$ 499,902.17	\$ 500,835.00
Credit/Debits/Transfers	\$ 707.64	\$ -	\$ -	\$ -	\$ -	\$ 164,558.81	\$ -	\$ 7,131.46	\$ 879.57	\$ -	\$ -	\$ 8,889.72
Change in Value	\$ (1,901.04)	\$ (294.27)	\$ 649.07	\$ 170.89	\$ 181.03	\$ (1,804.42)	\$ (5,311.82)	\$ 3,334.13	\$ (77.85)	\$ (876.05)	\$ 532.83	\$ (2,187.59)
Closing Valuation	\$ 331,351.44	\$ 331,057.17	\$ 331,708.24	\$ 331,877.13	\$ 332,068.16	\$ 494,822.56	\$ 489,510.93	\$ 492,845.06	\$ 499,898.86	\$ 499,902.17	\$ 500,835.00	\$ 507,847.11

Bank of America Account

Checking Account	2687	\$ 76,049.63	\$ 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
Credit Card Received	1020	\$ 40,925.00	\$ 49,998.57	\$ 48,927.36	\$ 49,928.15	\$ 40,020.00	\$ 49,929.82	\$ 24,300.38	\$ 24,301.79	\$ 12,031.01	\$ 2,581.20	\$ 2,891.25	\$ 2,931.50
Total Cash On Hand		\$ 125,875.19	\$ 107,131.07	\$ 103,941.36	\$ 85,066.78	\$ 72,878.28	\$ 84,421.91	\$ 40,400.88	\$ 26,541.82	\$ 48,061.85	\$ 19,239.24	\$ 27,427.75	\$ 21,641.81

County Funds

Tax Account Funds	42000	\$ 98,823.51	\$ 143,453.50	\$ 145,631.04	\$ 148,273.06	\$ 150,867.15	\$ 96,392.44	\$ 99,178.14	\$ 102,502.11	\$ 77,473.01	\$ 77,828.25	\$ 84,796.81	\$ 79,312.18
Endowment Care	42002	\$ 73,540.34	\$ 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
Land Purchase/Development	42004	\$ 966.39	\$ 966.39	\$ 967.95	\$ 967.95	\$ 967.95	\$ 969.71	\$ 969.71	\$ 963.71	\$ 969.91	\$ 971.74	\$ 971.74	\$ 974.02
Pro/Meed Sales	42005	\$ 124,808.82	\$ 124,808.82	\$ 124,807.54	\$ 124,807.54	\$ 124,807.54	\$ 119,750.64	\$ 119,750.64	\$ 119,750.64	\$ 109,846.72	\$ 110,074.84	\$ 142,203.31	\$ 139,523.77
Total		\$ 297,737.05	\$ 442,567.05	\$ 345,086.64	\$ 347,707.35	\$ 349,201.48	\$ 210,846.39	\$ 221,030.09	\$ 224,350.06	\$ 189,421.75	\$ 190,044.89	\$ 219,232.12	\$ 220,642.84

All Cash Accounts

	\$ 785,083.08	\$ 786,756.29	\$ 780,712.94	\$ 786,661.27	\$ 788,568.03	\$ 777,000.00	\$ 780,844.90	\$ 745,732.41	\$ 727,502.26	\$ 709,338.30	\$ 737,693.97	\$ 710,001.89
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South Kern Cemetery District

15543 South Vineland Road
Bakersfield, CA 93307

Aged Receivables [Summary]

11/7/2016

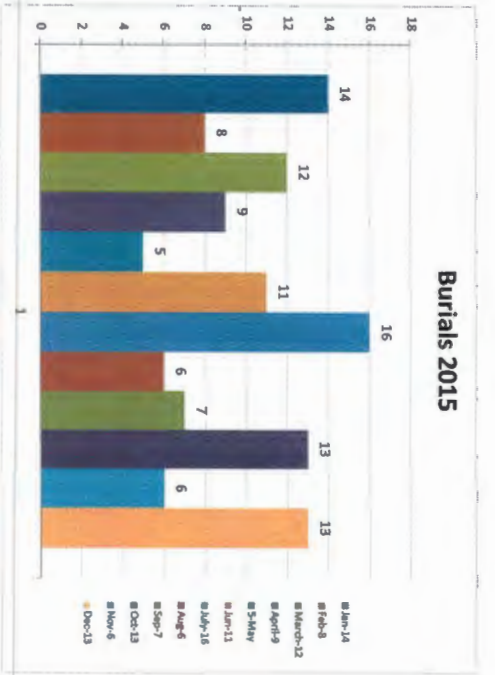
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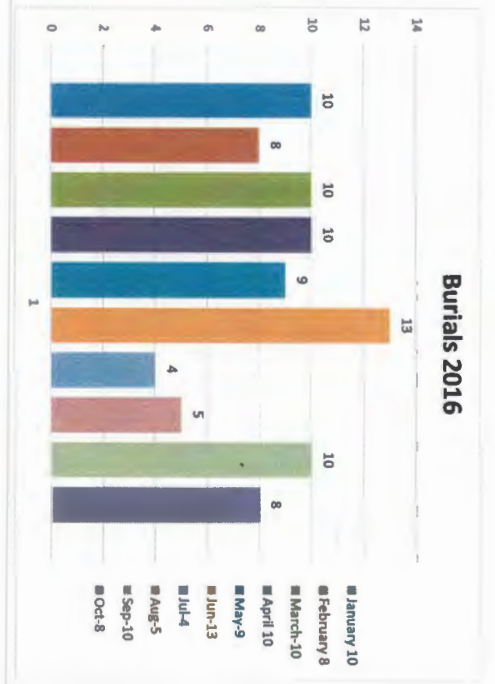
Page 1

Name	Total Due	0 - 90	91 - 180	181 - 360	360+
Maricarmen Arroyo	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00
Olivas Benigno	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00
Byron David Fleming	\$53.75	\$0.00	\$0.00	\$0.00	\$53.75
Carlos Alejandro Larios	\$820.00	\$0.00	\$0.00	\$0.00	\$820.00
Maria Del Rosario Castro	\$427.50	\$0.00	\$0.00	\$427.50	\$0.00
Araceli Cervantes Ochoa	\$737.50	\$737.50	\$0.00	\$0.00	\$0.00
Cesar & Norma Moreno	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00
Calvin R. and Maylen Clab	\$583.35	\$0.00	\$0.00	\$583.35	\$0.00
Dora Perez	\$1,312.96	\$0.00	\$0.00	\$0.00	\$1,312.96
Eliseo Raya Reyes	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00
Epifania De La Rosa	\$217.50	\$0.00	\$0.00	\$217.50	\$0.00
Esmeralda Moreno	\$250.50	\$0.00	\$0.00	\$0.00	\$250.50
Cesar Flores	\$525.00	\$525.00	\$0.00	\$0.00	\$0.00
Celinda Garcia	\$1,604.17	\$1,604.17	\$0.00	\$0.00	\$0.00
Guadalupe Gomez	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00
Guadalupe Navarro	\$1,479.50	\$0.00	\$0.00	\$0.00	\$1,479.50
Herminia Gomez	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00
Inez Hernandez Lopez	\$160.00	\$0.00	\$0.00	\$160.00	\$0.00
Amparo Juarez	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Juana E. Lopez Hernandez	\$733.34	\$0.00	\$733.34	\$0.00	\$0.00
Margarita G. Hernandez	\$1,680.00	\$0.00	\$0.00	\$0.00	\$1,680.00
Miguel Morales	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Enrique Moreno	\$525.00	\$525.00	\$0.00	\$0.00	\$0.00
Harold & Patsy Newton	\$583.35	\$0.00	\$0.00	\$583.35	\$0.00
Juan C. Parra	\$297.50	\$0.00	\$297.50	\$0.00	\$0.00
Patricia Amador	\$882.36	\$0.00	\$0.00	\$0.00	\$882.36
Maria Penaloza	\$1,127.50	\$0.00	\$0.00	\$1,127.50	\$0.00
Margarita Perez	\$680.00	\$0.00	\$0.00	\$680.00	\$0.00
Ricardo & Margarita Perez	\$515.00	\$0.00	\$0.00	\$515.00	\$0.00
Oscar Rendon	\$210.00	\$0.00	\$0.00	\$210.00	\$0.00
Antonio & Anita Rivera	\$716.76	\$0.00	\$0.00	\$716.76	\$0.00
Agustina Rodriguez	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00
Sauseda Conrado Rodrigu	\$1,404.68	\$0.00	\$0.00	\$0.00	\$1,404.68
Juana Segoviano	\$425.00	\$425.00	\$0.00	\$0.00	\$0.00
Susana Gonzalez	\$708.34	\$0.00	\$0.00	\$0.00	\$708.34
Total:	\$23,057.56	\$3,816.67	\$3,055.84	\$6,170.96	\$10,014.09
Aging Percent:		16.6%	13.3%	26.8%	43.4%

South Kern Cemetery District Arvin



YT-Single 70
 YT-Double 22
 YT-Cremation 19
 YT-Retirement 0
 YT-Babies 8
 YT-Niche 3
Total 120



YT-Single 56
 YT-Double 8
 YT-Cremation 18
 YT-Retirement 1
 YT-Babies 2
 YT-Niche 2
Total 87

	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	10	8
December	9	8	11	9	10	10	13	10	10
Total	100	104	123	118	118	100	100	100	100

RESOLUTION No. 2016-1101

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 October 31, 2016.

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

October 1, 2016 to October 31, 2016 Endowment	<u>\$1,620.00</u>
Total Endowment Transfer	\$1,620.00

October 1, 2016 to October 31, 2016 Pre-Need to At-Need transfers	<u>\$ 2,444.13</u>
Total Pre-Need 42005 to At-Need Bank of America	\$ 2,444.13

PASSED AND ADOPTED by the Board of Trustees for the South Kern Cemetery District on this 31st Day of October, 2016 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

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

ATTEST:

Danny R. Brown
Secretary of the Board of Trustees

CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES
59th ANNUAL CONFERENCE
February 23-25, 2017
REGISTRATION

Name _____ Position _____
 Guest Name _____
 District _____
 Address _____
 City/State/Zip _____

First time attendee at CAPC event, Yes ___ No ___

Please complete separate registration for each attendee and return with payment no later than Friday, January 20, 2017. Refunds will only be made on cancellations received in the CAPC office by January 20, 2017.

Member Registration Fee (For One Person): **\$ 396.00**
 (Non-Member Registration Fee For One Person \$ 496.00)

- Includes:
- Thursday Evening Hospitality
 - Friday Lunch (Buffet)
 - Friday Dinner (Buffet)
 - Saturday Lunch (Buffet)
 - Saturday Awards Dinner (Plated)
 (Special Need: ___ Vegetarian Dinner)

- **Guest Friday Lunch @ \$45.00 each**
 Coconut Shrimp, Chicken & Pineapple Skewers, Kalua Pulled Pork, Huli Huli Chicken, Mixed Greens, Slaw, Jasmine Rice, Honey Glazed Carrots, Hawaiian Rolls, Coconut Bread Pudding \$ _____
- **Guest Friday Dinner @ \$60.00 each**
 Strawberry Spinach Salad, Chicken w/ avocado cream sauce, Roasted Tri Tip, Mashed Potatoes, Season Vegetables, Strawberry Shortcake \$ _____
- **Guest Saturday Lunch @ \$53.00 each**
 Warm Biscuits, Garden Salad, Bite Size Chicken Pot Pies, Sage Rub Pork Loin, Fried Chicken, Mashed Potatoes, Steam Green Beans, Cream Pies \$ _____
- **Guest Saturday Awards Dinner @ \$72.00 each**
 (Special Need: ___ Vegetarian Dinner) \$ _____
- Caesar Salad, Pear & Goat Cheese Stuffed Pork Loin, Roasted Potatoes, Baby Carrots, Chocolate Bundt Cake

- Hospitality Co-Sponsor (Optional)
- \$ 50.00 to \$ 99.00 Silver
 - \$ 100.00 to \$ 199.00 Gold
 - \$ 200.00 and up Platinum
- Total Enclosed: \$ _____

Send completed registration and check to:
 California Association of Public Cemeteries
 P.O. Box 119
 San Jacinto, CA 92581
 Phone: 951-925-1111
 Toll Free (CA): 888-344-9858
 Fax: 951-652-3643

No refunds for cancellations received after January 20, 2017.
 Applications from CAPC member districts are being accepted until January 1, 2017 for Scholarships to attend the conference. Contact CAPC.

CAPC CONFERENCE HIGHLIGHTS

Who should attend: Trustees, Managers, Secretaries and employees interested in increasing their knowledge of public cemetery district governance, operation and administration.

Featuring:

- **Managers and Trustees Training:** Trustees, do you know what your managers need to do on a day to day basis? Managers do you know what is required of your Trustees. Understanding your role as either a Trustee or a General Manager will strengthen your districts ability to work as a team. Items to be covered include: Roles of Board/Staff/GM, Liabilities of the Trustee; Current Regulations; Changes to the Brown Act; HR Issues; Reserve Accounts; Intergovernmental Issues. Dennis Shepard from North County Cemetery District and Carol Grise from San Jacinto Valley Cemetery District will facilitate.

- **Harassment Prevention Training:** Dennis Timoney, from SDRMA brings current harassment information essential for meeting Federal and State laws.

- **Handling Employee Complaints:** Bob Hunt, from Hunt Jeppson & Griffin, LLP will be sharing a wide variety of information with us on this topic.

- **State legislation:** Hear the up-to-date legislative information that affects public cemetery districts.

- **Problem Solving:** Trustees, Managers/Secretaries combined breakout session will provide the opportunity to share information and ask questions about problems that are common to other districts.
 - To ensure your problem will be addressed, submit your problem/question in advance with the attached Registration.

- **Exhibitors of Cemetery:** Equipment, supplies, computer programs, liability/property & workers' compensation insurance and much more.

- **Door Prizes:** Traditionally, Districts bring door prizes that are common to their area of the state. These are distributed to attendees at the evening events.

- **Grand Door Prize:** A drawing for the Grand Door Prize will be held at the end of the conference programs on Saturday afternoon. You have to be present to win.

“AND MUCH MORE”