


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 NOVEMBER 17, 2015 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 2015: \$17,195.76
 - b. Approval and acceptance of minutes:
October 20, 2015 Regular Meeting
 - c. YTD budget report
 - d. Investment, banking, and tax accounts report
 - e. Accounts Receivable Aging Report
 - f. Burial activity report
 - g. Acknowledge receipt of all correspondence

Board Business:

- 6. Report, Discussion and Possible Approval RE: Tree trimming and pruning services.**
- 7. District Manager Report:**
- 8. Board Member Comments:**

a. Report RE: KCSDA Conference at Hodel's October 29th

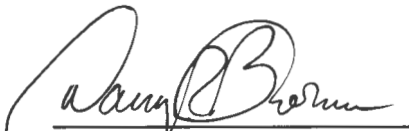
9. Closed Session:

None

10. Adjournment:

Next regular scheduled meeting will be at 5:30PM on December 15, 2015

This is to certify that this agenda was posted at The South Kern Cemetery District Office, 15543 South Vineland Road Bakersfield, CA on November 13, 2015.



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***Bill Transactions****Bakersfield, CA 93307****10/1/2015 through 10/31/2015**

Check#	Vendor Name	Amount
3006	Manuel Pantoia	\$50.00
3007	Farrell Neeley	\$50.00
3008	Linda Leary	\$50.00
3009	Cynthia Mae Nicholson	\$50.00
3010	Blackburn Oil	\$169.11
3011	PG&E	\$839.39
3012	AT&T	\$173.72
3013	Kern River Power Equipment Inc.	\$287.34
3014	PA Security and Video	\$30.00
3015	Lamont Sanitation	\$176.68
3016	Elite Site Services	\$268.75
3017	Chandra Mead	\$145.10
3018	Ready Fresh By Nestle	\$72.55
3019	Applied Technology Group Inc.	\$79.00
3020	United Health Care	\$660.92
3021	Bank of America Business Card	\$961.35
3022	Lamont General Store	\$88.57
3023	Albert & Associates, LLP	\$8,401.93
3024	NAPA Auto Parts	\$13.55
3025	Mission Linen Supply	\$116.28
3026	CSDA	\$1,387.00
3027	Tyack's Tires Inc	\$138.80
3028	Kaiser Permanente	\$2,150.43
3030	Kirk & Simas	835.29
	Total	\$17,195.76

South Kern Cemetery District

15543 South Vineland Road

Bakersfield, CA 93307

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MINUTES BOARD OF TRUSTEES MEETING OF THE SOUTH KERN CEMETERY DISTRICT ARVIN LIBRARY BOARD ROOM 201 CAMPUS DRIVE ARVIN, CA TUESDAY OCTOBER 20, 2015

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 Leary, Trustees Mead, Pantoja and Thome. Trustee Pantoja arrived at 5:38PM.
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 2015: \$16,537.43
 - b. Approval and acceptance of minutes:
September 15, 2015 Regular Meeting
 - c. YTD budget report
 - d. Investment, banking, and tax accounts report
 - e. Accounts Receivable Aging Report
 - f. Burial activity report
 - g. Acknowledge receipt of all correspondence

Trustee Mead made a motion to accept the consent calendar. Trustee Thome second the motion. Item is passed 4-0-1 (Trustee Pantoja absent).

Report:

6. Albert and Associates presentation of the Fiscal Year 2014-15 Financial Statement and Audit Findings.

Chris Albert of Albert and Associates presented the financial statement.

Vice-chair Leary made a motion to accept the financial statement. Trustee Mead second the motion. Item is adopted 5-0-0.

7. Board Business

None

8. District Manager Report:

None

9. Board Member Comments:

- a. Report on CAPC Conference and education seminar by Chairman Neeley
- b. Trustee Mead reported on a drought update presented at the CAPC training seminar

10. Recess to Closed Session:

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION-Closed session pursuant to Government Code section 54956.9. Stephen Schrepfer v. South Kern Cemetery District et al, Case No. S-1500-CV-283974-DRL.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(2)(e)(1) Number of cases: Two (2) Based on significant exposure to litigation in the opinion of the Board of Trustees on the advice of legal counsel, based on: Facts and circumstances that might result in litigation against the District but which the District believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed

11. Reconvene to Open Session:

6:50 PM

12. Report from Closed Session:

No reportable action

13. Adjournment:

A motion to adjourn was made by Trustee Pantoja and second by Vice-Chair Leary. Vote to adjourn was 5-0-0.

Meeting adjourned at 6:51PM

Respectfully Submitted,

Danny R. Brown
District Manager

South Kern Cemetery District
 Profit & Loss by Month
 July 2018 through June 2019

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
Income														
Income Pre-Need to At-Need	9,900.51	2,403.38	4,178.36	4,803.38									\$ 21,145.65	
At-Need Sales														
Burial Rights	1,920.00	1,260.00	2,890.00	2,240.00									\$ 8,320.00	
Open/Close	3,855.00	945.00	4,340.00	3,115.00									\$ 12,255.00	
Installing Memorials	2,800.00	280.00	2,520.00	2,600.00									\$ 8,400.00	
Handling Fee	1,960.00	640.00	2,315.00	1,960.00									\$ 6,535.00	
Equipment Services	2,790.00	830.00	3,100.00	2,460.00									\$ 9,300.00	
Liner	3,611.00	703.00	3,631.00	2,996.00									\$ 10,944.00	
Endowment Fund	2,160.00	1,440.00	2,700.00	2,340.00									\$ 8,640.00	
Columbarium Niche													\$ -	
Out of District													\$ (900.00)	
At-Need Sales - Other			(490.00)										\$ (900.00)	
Total At-Need Sales	\$28,996.51	\$ 8,223.38	\$24,794.36	\$22,207.38									\$ 84,433.65	\$220,000.00
Pre-Need Sales														
Contract Charges	80.00	20.00	20.00	80.00									\$ 200.00	
Memorial Setting Fee	390.00	390.00	(567.00)	560.00									\$ 560.00	
Endowment	6,400.00	1,260.00	6,400.00	4,460.00									\$ 18,060.00	
Burial Rights													\$ -	
Niche Plaque Etching													\$ -	
Niche Sales													\$ -	
Total Niche Sales													\$ -	
Interest on Investment Account			788.09	792.30									\$ 1,580.39	
Interest on Bank Account				0.65									\$ 0.65	
Interest on County Accounts	\$ (15.32)		0.82	314.27									\$ 299.77	
Property Tax Income	656.17	0.00	7,197.55	2,823.61									\$ 10,679.33	
Legacy Sales	300.00	590.00	2,600.00										\$ 3,490.00	
Total Fiscal Year Tax Apportionment	942.85	560.00	10,586.45	3,931.03									\$ 16,020.33	\$110,000.00
Gross Income	\$36,769.36	\$ 10,841.38	\$41,173.63	\$32,038.41									\$ 120,822.98	\$435,700.00
EXPENSE														
District Manager	4,894.60	6,106.00	4,894.60	4,894.60									\$ 20,790.40	
Administrative Assistant	3,078.90	3,460.00	3,078.90	3,293.14									\$ 13,292.74	
Grounds Crew I	2,798.00	3,460.00	2,798.00	2,798.00									\$ 11,764.00	
Grounds Crew II	2,520.00	3,150.00	2,520.00	2,567.25									\$ 10,757.25	
Grounds Crew III	1,328.36	1,488.36	978.13	905.55									\$ 4,731.42	
Board of Trustees Meeting	250.00	200.00	250.00	250.00									\$ 950.00	
Insurance-Health	2,150.43	4,300.00	2,151.29	2,150.43									\$ 10,752.15	
Insurance-Dental	548.00	569.00	575.94	548.00									\$ 2,242.94	
Insurance-Vision	111.92	127.84	120.90	111.92									\$ 472.58	
Insurance-Flex Elect	300.00	300.00	300.00	300.00									\$ 1,200.00	
Insurance-Life				44.80									\$ 44.80	
Board Per Diem	150.00		800.00										\$ 600.00	
Employee Per Diem			375.00										\$ 375.00	
CAIPERS	1,109.24	2,162.28	2,779.24	807.57									\$ 6,858.33	
Uniforms	116.28	116.28	116.28	116.28									\$ 468.12	
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	527.10	39.10	255.93	767.30									\$ 1,689.63	
Travel & Training-Employees	1,205.09		294.40	208.96									\$ 1,463.45	
Personal Subtotal	\$21,322.92	\$ 25,514.88	\$32,322.71	\$20,050.20									\$ 89,249.81	\$291,756.00
Maintenance and Grounds														
Fuel and Oil	137.31		181.96	169.11									\$ 489.38	
Cleaning/Paper Supplies			29.07										\$ 29.07	
Small Tool Replacement				13.55									\$ 13.55	
Equipment Rental			19.82	288.75									\$ 288.75	
Equipment Repairs and Maintenance				(897.54)									\$ (777.72)	
Headstone Base				350.00									\$ 350.00	
Liners				5,070.00									\$ 5,070.00	
Vase	149.30		749.88										\$ 749.88	
Insecticides and Herbicides	92.82			426.14									\$ 518.96	
Marker Expenses													\$ -	
Maintenance and Grounds Subtotal	\$ 516.46	\$ -	\$ 6,380.63	\$ 760.61									\$ 7,637.32	\$ 32,980.00
Administration														
Postage		103.75	5.96										\$ 109.71	

South Kern Cemetery District
 Profit & Loss by Month
 July 2018 through June 2019

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
Office Supplies	61.33	102.40	25.00	1,387.00									\$ 148.73	\$ 148.73
Memberships													\$ 1,412.00	\$ 1,412.00
Professional Services-Audit				8,436.13									\$ 8,436.13	\$ 8,436.13
Professional Services-Legal		609.02	463.78										\$ 1,072.80	\$ 1,072.80
Software	19.99	19.99	19.99	19.99									\$ 79.96	\$ 79.96
Bank Fee	7.33												\$ 7.33	\$ 7.33
Credit Card Processing Fee	123.51	34.54	33.33	148.59									\$ 340.97	\$ 340.97
Sales Tax	625.00			531.00									\$ 1,156.00	\$ 1,156.00
Payroll Tax-SS/UFCA	1,159.20	1,424.85	1,132.49	1,149.32									\$ 4,865.86	\$ 4,865.86
Insurance-Property Liability			4,821.90										\$ 4,821.90	\$ 4,821.90
Insurance-Workers Comp													\$ 100.00	\$ 100.00
Memorial Day Services		100.00											\$ 100.00	\$ 100.00
Payroll Processing Fee	130.13		80.22	130.13									\$ 340.48	\$ 340.48
Administration Subtotal	\$ 2,129.89	\$ 2,394.45	\$ 6,582.87	\$ 11,803.26									\$ 22,907.27	\$ 22,907.27
Utilities													\$ 340.88	\$ 340.88
ATA T	315.88	173.08	171.71	173.72									\$ 834.37	\$ 834.37
PG&E	822.31	827.88	928.12	898.39									\$ 3,217.70	\$ 3,217.70
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	54.79	106.27	67.23	72.55									\$ 300.84	\$ 300.84
Sanitation Service	176.88	176.88	176.88	176.88									\$ 706.72	\$ 706.72
Utilities Subtotal	\$ 1,290.89	\$ 1,382.89	\$ 1,492.74	\$ 1,371.34									\$ 5,615.63	\$ 5,615.63
Capital Outlay													\$ 15,200.00	\$ 15,200.00
Ground/Irrigation	665.81	74.18	25.73	88.57									\$ 854.29	\$ 854.29
Buildings	37.98												\$ 37.98	\$ 37.98
Equipment	398.80	120.05											\$ 518.85	\$ 518.85
Vehicles	0.00												\$ -	\$ -
Expenses Total	\$ 28,366.42	\$ 29,496.55	\$ 36,764.68	\$ 34,133.48									\$ 126,761.13	\$ 435,700.00
TOTAL EXPENSE	\$ 28,366.42	\$ 29,496.55	\$ 36,764.68	\$ 34,133.48									\$ 126,761.13	\$ 435,700.00
TOTAL INCOME	\$ 326,799.36	\$ 40,841.38	\$ 41,172.88	\$ 33,838.41									\$ 442,652.03	\$ 120,822.88
PROFIT (LOSS)	\$ 10,402.94	\$ (10,955.17)	\$ 4,408.18	\$ (2,295.07)									\$ (6,538.15)	\$ (6,538.15)
													\$ 29.09%	

Investment Account

	1/2014	12/2014	1/2015	2/2015	3/2015	4/2015	5/2015	6/2015	7/2015	8/2015	9/2015	10/2015
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2015-16

Opening Valuation	\$ 334,420.85	\$ 332,335.08	\$ 332,335.08	\$ 333,629.84	\$ 333,061.75	\$ 333,924.79	\$ 333,364.43	\$ 333,269.43	\$ 332,670.80	\$ 333,488.27	\$ 333,333.05	\$ 333,175.12
Credit/Debits/Transfers	\$ (952.79)	\$	\$ 826.54	\$ 836.56	\$ 863.04	\$ 844.29	\$ 841.43	\$ 809.63	\$ 817.47	\$ 788.42	\$ 788.08	\$ 792.30
Change in Value	\$ 363.17	\$	\$ 468.22	\$ (1,404.65)	\$ (1,404.65)	\$ (936.43)	\$ (1,408.26)	\$ (943.64)	\$ (946.01)	\$ (945.01)	\$ (1,422.58)	\$ (1,422.58)
Closing Valuation	\$ 333,831.23	\$ 332,335.08	\$ 333,629.84	\$ 333,061.75	\$ 333,924.79	\$ 333,364.43	\$ 333,269.43	\$ 332,670.80	\$ 333,488.27	\$ 333,333.05	\$ 333,175.12	\$ 332,504.84

Bank of America Account

Checking Account	2687	\$ 121,023.21	\$ 119,486.95	\$ 108,264.01	\$ 100,741.45	\$ 105,127.12	\$ 95,420.20	\$ 84,130.79	\$ 75,163.14	\$ 102,895.55	\$ 103,669.54	\$ 107,361.49	\$ 95,979.69
Credit Card Received	1820	\$ 91,495.30	\$ 82,291.52	\$ 82,260.97	\$ 82,230.28	\$ 82,199.73	\$ 82,169.13	\$ 82,138.58	\$ 82,107.98	\$ 49,923.17	\$ 49,923.99	\$ 49,923.99	\$ 49,924.84
Special Projects	1130	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Cash On Hand		\$ 212,518.51	\$ 201,778.47	\$ 190,524.98	\$ 182,971.73	\$ 187,326.85	\$ 177,589.33	\$ 166,269.37	\$ 157,271.12	\$ 152,818.72	\$ 153,593.53	\$ 157,285.48	\$ 145,504.53

County Funds

Tax Account Funds	42000	\$ 4,676.41	\$ 43,837.95	\$ 44,933.48	\$ 42,891.13	\$ 43,705.27	\$ 80,003.63	\$ 81,822.86	\$ 84,796.46	\$ 85,553.40	\$ 85,448.40	\$ 92,645.95	\$ 95,441.08
Endowment Care	42002	\$ 73,163.56	\$ 73,163.56	\$ 73,231.71	\$ 73,231.71	\$ 73,231.71	\$ 73,333.30	\$ 73,333.30	\$ 73,333.30	\$ 73,433.13	\$ 72,422.13	\$ 73,433.13	\$ 73,540.34
Land Purchase/Development	42004	\$ 961.43	\$ 961.43	\$ 962.33	\$ 962.33	\$ 962.33	\$ 963.67	\$ 963.67	\$ 963.67	\$ 964.98	\$ 964.98	\$ 964.98	\$ 966.39
Pre-Need Sales	42005	\$ 156,048.20	\$ 156,048.20	\$ 156,193.55	\$ 156,193.55	\$ 156,193.55	\$ 156,410.23	\$ 156,410.23	\$ 188,628.90	\$ 124,406.89	\$ 124,406.89	\$ 124,406.89	\$ 124,606.82
Total All Cash Accounts		\$ 781,199.34	\$ 808,124.89	\$ 799,475.89	\$ 789,312.20	\$ 795,344.50	\$ 821,864.89	\$ 812,088.88	\$ 837,884.25	\$ 802,815.16	\$ 770,198.16	\$ 781,911.55	\$ 773,004.00

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

Aged Receivables [Summary]

11/12/2015

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11/12/2015
 1:54:57 PM

Name	Total Due	0 - 90	91 - 180	181 - 360	360+
Antonia Lopez Cardenas	\$346.00	\$0.00	\$0.00	\$346.00	\$0.00
Arbie Darlene Upton	\$274.00	\$0.00	\$0.00	\$274.00	\$0.00
Carlos Alejandro Larios	\$820.00	\$0.00	\$0.00	\$820.00	\$0.00
Araceli Cervantes Ochoa	\$725.00	\$0.00	\$725.00	\$0.00	\$0.00
Cesar & Norma Moreno	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00
Dora Perez	\$1,312.96	\$0.00	\$0.00	\$1,312.96	\$0.00
Eddie Gracia	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Eliseo Raya Reyes	\$509.00	\$509.00	\$0.00	\$0.00	\$0.00
Elizabeth Salinas	\$921.66	\$0.00	\$921.66	\$0.00	\$0.00
Esmeralda Moreno	\$510.00	\$510.00	\$0.00	\$0.00	\$0.00
Fernando Hernandez Alvar	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00
Guadalupe Navarro	\$1,479.50	\$0.00	\$0.00	\$1,479.50	\$0.00
Herminia Gomez	\$540.00	\$0.00	\$0.00	\$540.00	\$0.00
Amparo Juarez	\$510.00	\$510.00	\$0.00	\$0.00	\$0.00
Liliana Martinez	\$427.63	\$0.00	\$427.63	\$0.00	\$0.00
Luis Benavides	\$143.00	(\$1,857.00)	\$0.00	\$2,000.00	\$0.00
Margarita G. Hernandez	\$1,680.00	\$0.00	\$0.00	\$1,680.00	\$0.00
Marisol G. Cardenas	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00
Miguel Morales	\$710.00	\$0.00	\$0.00	\$710.00	\$0.00
Ana Mosqueda	\$510.00	\$510.00	\$0.00	\$0.00	\$0.00
Olga Ortiz DelaRosa	\$725.00	\$0.00	\$725.00	\$0.00	\$0.00
Patricia Amador	\$882.36	\$0.00	\$0.00	\$882.36	\$0.00
Ramona Sierra	\$182.61	\$0.00	\$0.00	\$182.61	\$0.00
Agustina Rodriguez	\$510.00	\$510.00	\$0.00	\$0.00	\$0.00
Ronald David Calley	\$382.50	\$0.00	\$382.50	\$0.00	\$0.00
Rosario Zavala	\$310.00	\$0.00	\$310.00	\$0.00	\$0.00
Salvador & Emelina Herna	\$229.17	\$0.00	\$0.00	\$229.17	\$0.00
Sauseda Conrado Rodrigu	\$1,404.68	\$0.00	\$0.00	\$1,404.68	\$0.00
Steven Edward Ward	\$1,120.00	\$0.00	\$1,120.00	\$0.00	\$0.00
Guadalupe Yolanda Stine	\$788.00	\$788.00	\$0.00	\$0.00	\$0.00
Susana Gonzalez	\$708.34	\$0.00	\$0.00	\$708.34	\$0.00
Emma Vasquez	\$510.00	\$510.00	\$0.00	\$0.00	\$0.00
Total:	\$22,271.41	\$2,990.00	\$4,961.79	\$14,319.62	\$0.00
Aging Percent:		13.4%	22.3%	64.3%	0.0%



South Kern Cemetery District

15543 South Vineland Road

Bakersfield, CA 93307

(661) 845-2540

Date: November 12, 2015

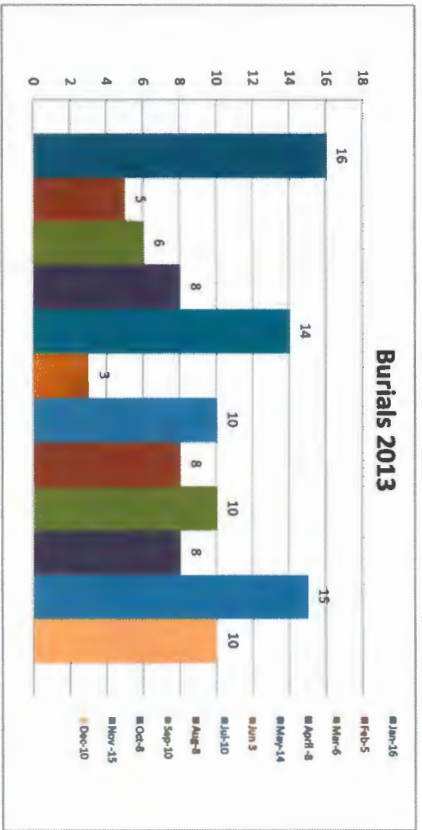
To: Board of Trustees

RE: Accounts Receivable Delinquent Accounts

Name	Contract	Amount Due	Status	Remarks
Conrado Rodriguez	572	\$1,404.68	Legal	Cancelling
Dora Perez	336	\$1,312.96	Legal	Cancelling
Guadalupe Navarro	353	\$1,479.50	Legal	Cancelling
Ramona Sierra	469	\$182.61		Last Payment
Patricia Amador	488	\$882.36	Legal	Cancelling
Maria Trinidad Martinez	596	\$265.00	Legal	Cancelling
Total		\$5,527.11		

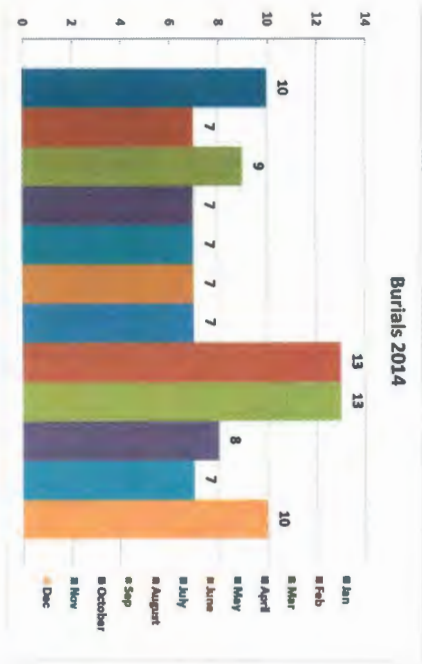
Danny R. Brown
District Manager

South Kern Cemetery District Arvin



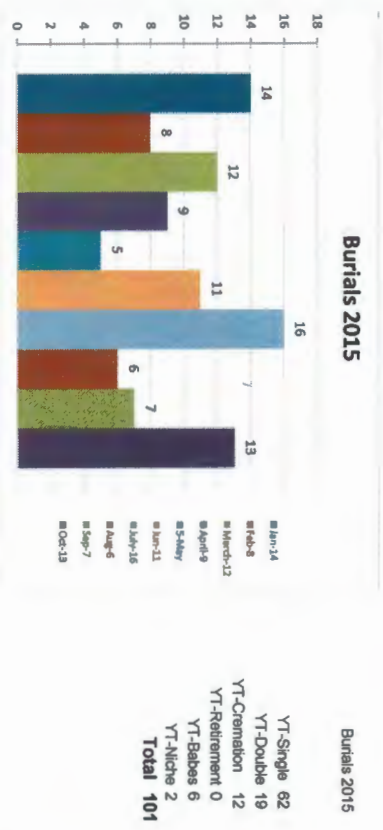
Burials 2013

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



Burials 2014

YT-Single	53
YT-Double	34
YT-Cremation	15
YT-Retirement	0
YT-Babes	1
YT-Niche	2
Total	105



Burials 2015

YT-Single	62
YT-Double	19
YT-Cremation	12
YT-Retirement	0
YT-Babes	6
YT-Niche	2
Total	101

Burials 2015

Year	2009	2010	2011	2012	2013	2014	2015	2016	Average
January	9	7	16	13	15	10	14		12
February	9	7	8	9	6	7	8		8
March	8	17	6	9	8	9	12		10
April	8	8	12	8	8	7	9		8
May	10	8	6	7	14	7	5		8
June	15	10	11	9	3	7	11		9
July	11	9	9	6	10	7	16		9
August	12	8	12	3	8	13	6		9
September	12	8	14	19	11	13	7		12
October	2	8	5	10	7	8	7		8
November	11	6	11	15	15	7	13		11
December	9	8	11	9	10	10	7		10
Total	116	104	141	149	143	105	101		9

MEMORANDUM

ITEM 6

SOUTH KERN CEMETERY DISTRICT

TO: Honorable Chairman and Board of Trustee Members

FROM: Danny Brown, District Manager

DATE: November 17, 2015

RE: Report, Discussion and Possible Approval RE: Tree trimming and pruning services.

Summary: Staff is requesting a determination from the Board regarding the pruning of Cypress trees located at the cemetery. Staff also requests direction regarding the proposed removal of the California Palm located in front of Block 5 adjacent to the district office.

Budget Impact: As determined by the Board of Trustees

Discussion: Policy states the \$5000 threshold may be excused with board approval. The bid received was the responsive bidder last year and would be under the threshold without the removal of the California Palm. In this case, staff can either forego the removal temporarily; request the bid be reduced or; the Board may make a determination to move forward at this point.

