

**SOUTH KERN CEMETERY DISTRICT/ARVIN
REGULAR MONTHLY MEETING
OF THE BOARD OF TRUSTEES
TUESDAY, MARCH 19TH, 2013
5:30 PM AT ARVIN PUBLIC LIBRARY
201 CAMPUS DRIVE
ARVIN, CA. 93203**

AGENDA

1) CALL TO ORDER

2) AUDIENCE COMMENTS – 2 minutes each

3) CLOSED SESSION

Mid-Year Personnel Review of Manager; Groundsman #1; Groundsman #2; Foreman; Office Staff. All employees to be present

4) RECONVENE FROM CLOSED SESSION AND REPORT

5) APPROVAL OF MINUTES

The approval of the minutes of a Regular monthly meeting held Tuesday, February 19th, 2013, the minutes of a Special meeting held February 26th and minutes of a Special meeting held March 5th, 2013.

6) APPROVAL OF BILLS

The approval of voucher registrar's #101 & #103 - #108 submitted for payment from General Fund and B of A Business Checking account for month of February, 2013 and checks to be signed for bills approved on VR #108 for March, 2013.

7) ADMINISTRATIVE REPORTS

8) MANAGER'S UPDATE – Informational Only

- Relocation of Memorial Brick Wall
- Columbarium update
- Correspondence received from public
- Update on gate repair due to theft 12/12/12 and fencing add on

9) OLD BUSINESS

- Morgan Stanley Authorized Persons form completion
- Signature Authorization cards for county – signatures required

- **Action Required:** Election for Board positions with recommendation that one of the board members be selected to proof read the minutes prior to final document being produced
- Engagement Letter from Robert T Dennis for 2012 Audit.
- Review Sonitrol quotes for cameras and auditable alarm and discuss Shop Security and Costs
- Explanation of Free Vases as term is used on price list and on website and its subsequent removal
- **Action Required:** Revisit of Flower/Decoration policy
- Protocol or mandate used by Manager regarding Closed Sessions
- **Action Required:** The continuance or discontinuance of street sweeping service
- Report to board the number of times in the past 3 months that there were 2 services at one time.
- Report to board what percentage of time or percentage of number of employees not turning in uniforms for past 6 months
- Discuss long term outlook of District water tank
- Discuss policy on the payment of District bills
- Turn in time management log kept for 1 week of time and have discussion on the use of a Time Clock
- Backhoe Options follow-up

10) NEW BUSINESS:

- **Action Needed:** Recommendation for small walkways for columbarium

11) AUDIENCE COMMENTS – 2 MINUTES EACH

12) BOARD COMMENTS OR FUTURE AGENDA ITEMS

13) ADJOURN

The Boardroom of the South Kern Cemetery District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Directors may request assistance by contacting the district office at 15543 S. Vineland Rd., or by calling (661)845-2540. Every effort will be made to reasonably accommodate individuals with disabilities by making material available in alternative formats. Requests for assistance should be made (5) working days in advance of a meeting whenever possible.

NEXT REGULAR MEETING: TUESDAY APRIL 16TH , 2013 @ 5:30 PM

POSTED BY: _____ DATE _____