

**SOUTH KERN CEMETERY DISTRICT/ARVIN  
REGULAR MONTHLY MEETING  
OF THE BOARD OF TRUSTEES  
TUESDAY, JUNE 4, 2013  
5:30 PM AT THE ARVIN PUBLIC LIBRARY  
201 CAMPUS DRIVE, ARVIN, CA. 93203  
AGENDA**

1) CALL TO ORDER

2) AUDIENCE COMMENTS – 2 minutes each

3) APPROVAL OF MINUTES – March 19, 2013

4) APPROVAL OF BILLS - The approval of unpaid vouchers.

5) ADMINISTRATIVE REPORTS - Financial Reports

6) OLD BUSINESS

- Memorial Day report: keep & buy privacy screen?
- Columbarium Phase 2 walkway: move tree & bench?; arborist report
- C train purchase
- Security system: length of current contract, competitive services
- Employee Manual rewrite
- Uniform service comparisons
- Employee time management logs
- Major & minor equipment purchases: winch, water tank, edger, sprinklers
- Review and develop grievance policy and procedures
- Review and develop Contingency Plans
- Advertising to promote cemetery
- Research on lower AT&T rate
- Auditor's office advice on income from surplus equipment sale
- Bathroom door update

7) NEW BUSINESS:

- Manager job description and salary; full time Office Assistant job description and salary
- Manager & Office Assistant job listings
- Grand Jury report
- Audit per Robert Dennis, CPA
- 2013-2014 preliminary Budget figures
- Discussion and preliminary figures on price increases
- Handicapped parking
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8) CLOSED SESSION: None

9) AUDIENCE COMMENTS – 2 MINUTES EACH

10) BOARD COMMENTS OR FUTURE AGENDA ITEMS

11) 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 JUNE 18, 2013 @ 5:30 PM**

POSTED BY: \_\_\_\_\_ DATE \_\_\_\_\_