

**SOUTH KERN CEMETERY DISTRICT/ARVIN
REGULAR MONTHLY MEETING
OF THE BOARD OF TRUSTEES
TUESDAY, JULY 23, 2013
5:30 PM AT THE ARVIN PUBLIC LIBRARY
201 CAMPUS DRIVE, ARVIN, CA. 93203
AGENDA**

- 1) CALL TO ORDER & PLEDGE OF ALLEGIANCE
- 2) AUDIENCE COMMENTS – 2 minutes each
- 3) TRUSTEE COMMENTS
- 4) APPROVAL OF MINUTES - Regular Meeting on June 18, 2013 and Special Meeting on July 2, 2013.
- 5) APPROVAL OF BILLS - The approval of unpaid vouchers.
- 6) ADMINISTRATIVE REPORTS - Financial Reports
- 7) OLD BUSINESS
 - Preparation of March 19,2013 minutes-who and when
 - Columbarium Phase 2 walkway: tree removal(s)
 - Employee Manual rewrite
 - Major equipment: progress on water system
 - Grievance policy and procedures
 - Contingency Plan development
 - Advertising to promote cemetery
 - Bathroom door update
 - Manager job description; full time Office Assistant job description
 - Manager & Office Assistant job listings
 - Responses to Grand Jury report
 - Audit
 - Price increases
 - 2013-2014 Budget

- Babyland planning
- Land lease agreement
- Handicapped accommodations: 4 seat golf cart
- Security system

8) NEW BUSINESS

- Procedure to guard against double sales
- Cal PERS
- Septic system

9) CLOSED SESSION:

10) AUDIENCE COMMENTS – 2 MINUTES EACH

11) BOARD COMMENTS OR FUTURE AGENDA ITEMS

12) 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 AUGUST 20, 2013 @ 5:30 PM

POSTED BY: _____ DATE _____