

**SOUTH KERN CEMETERY DISTRICT/ARVIN  
REGULAR MONTHLY MEETING  
OF THE BOARD OF TRUSTEES  
TUESDAY, AUGUST 20, 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: This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. Speakers are limited to Two Minutes. Please state and spell you name before making your presentation.

3) TRUSTEE COMMENTS

4) APPROVAL OF MINUTES - Regular Meeting on June 18, 2013, Special Meeting on July 2, 2013 and Regular Meeting of July 23, 2013.

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

6) ADMINISTRATIVE REPORTS - Financial Reports

7) OLD BUSINESS

- Preparation of March 19,2013 minutes-Compilation of notes
- 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

- Audit
- 2013-2014 Budget
- Babyland planning
- Land lease agreement
- Handicapped accommodations: 4 seat golf cart
- Security system upgrade
- Obtain forensic auditor/book keeper/accountant to go over books

8) NEW BUSINESS

- Procedure to guard against double sales
- Cal PERS
- Septic system
- Computer upgrade/repair
- Nepotism policy
- Correct payment of overtime

9) CLOSED SESSION: potential litigation

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 SEPTEMBER 17, 2013 @ 5:30 PM**

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