

**SOUTH KERN CEMETERY DISTRICT/ARVIN
REGULAR MONTHLY MEETING
OF THE BOARD OF TRUSTEES
TUESDAY, OCTOBER 22, 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 information or request staff to report back to the Board at a later meeting. Also, the Board may request that a matter of business be placed on a future agenda. **SPEAKERS ARE LIMITED TO TWO MINUTES.** Please state and spell you name before making your presentation.

3) TRUSTEE COMMENTS: Board Members may make announcements or reports on their own activities. They may ask a question for clarification, make a referral to staff, or request that a matter of business be placed on a future agenda.

4) APPROVAL OF MINUTES - Regular Meeting on September 17, 2013.

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

6) ADMINISTRATIVE REPORTS - Financial Reports

7) OLD BUSINESS

- a. Sheldon Associates forensic bookkeeping report:
- b. Purchase of 2nd lowering device: report
- c. Major equipment: progress on water system, electric system
- d. Report on phones, landline and mobile:
- e. B of A credit card status report:
- f. Advertising to promote cemetery
- g. Bathroom door update: table-
- h. Babyland planning: table
- i. Handicapped accommodations: utility/ golf cart:
- j. Security system upgrade:

- k. Columbarium Phase 2 walkway: tree removal(s) - table
- l. Audit: table
- m. Nepotism policy: table
- n. Access to ethics training course:
- o. Contingency Plan development: table
- p. Grievance policy and procedures: table
- q. Employee Manual rewrite: table
- r. Office PC status:

8) NEW BUSINESS

- a. Quick Books:

9) CLOSED SESSION:

- a. Confidential security measures related to placement of security devices
- b. Consideration of job applicants for the positions of District Manager and Administrative Assistant
- c. Potential litigation related to cemetery property

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 NOVEMBER 19, 2013 @ 5:30 PM

POSTED BY: _____ DATE _____