

SOUTH KERN CEMETERY DISTRICT MINUTES OF THE REGULAR MEETING

OF THE BOARD OF TRUSTEES HELD AT THE ARVIN LIBRARY AT 5:30 P.M. ON DECEMBER 17, 2013

Trustees Present: Linda Leary, Manuel Pantoja, Chandra Sargent Mead, Farrell Neeley, and Cynthia Nicholson-Thome at 5:37.

Also, present, Interim Manager/Foreman Steven Schrepfer, Office Assistant Ana Reyes.

1. The meeting was called to order at 5:31 p.m. by Trustee Neeley.
2. **ADJOURNED TO CLOSED SESSION** at 5:32 p.m. to interview job applicants.
3. **RECONVENE IN OPEN SESSION** AT 7:05 P.M.

Report out: The Board made the selection of Administrative Assistant contingent upon acceptance by the selected applicant, effective the beginning of the next pay period, 12/28/13. A Special Meeting will be held on Mon. Dec. 30, 2013 for District Manager selection.

4. **AUDIENCE COMMENTS:** none

5. **TRUSTEE COMMENTS:** Items of interest: our new county counsel is Philip Hall; cemetery's property title is in the name of "Arvin Public Cemetery". Mead would like to add "Office Assistant bonus" to New Business agenda. Neeley would like to add "Community Development Block Grant application" and "Developmental Impact Fees" to future agenda.

6. **APPROVAL OF MINUTES:** Motion by Neeley to approve the minutes of the regular meeting held November 19, 2013, and the Special Meeting held December 3, 2013, second by Leary. Passed unanimously.

7. **APPROVAL OF BILLS:** Vouchers not available due to computer failure. Motion by Neeley, 2nd by Pantoja to approve Transaction List by Vendor dated 11/20-12/17/13 on emergency basis, contingent upon vouchers being presented. Passed unanimously.

8. **ADMINISTRATIVE REPORTS:** presented.

9. OLD BUSINESS:

A. Major equipment: Water system : deposit paid on tank construction, 6-8- weeks until completion; Kemp will be coming out to do well check.

B. Bathroom Door Modification permit: application underway before laws change Jan. 1; may be issue because of the name that title is held under.

10. NEW BUSINESS:

A. Updating & Correcting District Financial Records Created Since Last Certified Audit: Sheldon & Associates will provide specific description of services tomorrow. Specifics of rates charged and hours estimated were discussed. Item tabled for further discussion at Special Mtg. on 12/30/13 when description of services will have been received from Sheldon & Associates, and when names & rates of other bookkeepers from Quick Book Pro can be provided. Interim District Manager directed to bring new contract with description of services.

D.M. alleged that various contacts have indicated that they will not do business with the District due to Neeley being on the Board.

B. Standing Committees for 2014: Finance, Personnel, Policies & Procedures. No motion.

C. Endowment & PreNeeds Funds and their Disbursement Discussion: transfers from Morgan & Stanley , county accounts to Bank of America accounts.

D. Procurement of "Guide to Public Cemetery Operations" for Board and office: Motion Leary, 2nd by Neeley to buy 7 copies of Jan. 2013 edition. Passed unanimously.

E. Office Assistant Bonus: Last bonus payment was on 8/27 (\$800). OA currently being paid \$14.62/hr. (approx. \$50 extra/week). Neeley motioned, Mead 2nded to retroactively approve \$1.12/hour increase as a bonus for Office Assistant until 12/27, when old job ends. Passed unanimously.

11. **AUDIENCE COMMENTS:** none

12. **BOARD COMMENTS AND FUTURE AGENDA ITEMS:** Mead discussed future expansion of office space.

13. Meeting adjourned 9:25 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary