

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 MARCH 19, 2013

(compiled from unofficial notes and limited recording)

Trustees Present: Cynthia Nicholson-Thome, Linda Leary, Manuel Pantoja, Chandra Sargent Mead
Trustees Absent: none; 1 vacancy; also present Manager Lisa Wood, Foreman Steven Schrepfer,
Groundsmen Abel Sanchez & David Sanchez, Office Assistant Ana Reyes.

1. The meeting was called to order at 5:33 p.m. by Chairperson Pro-Tem Cynthia Nicholson-Thome.

2. **Audience Comments:** Robert Brennan brought attention to an amendment made to the agenda after posting on Friday without board approval. He also pointed out that the minutes of the Feb.26, 2013 left out audience comments at the end in which he had requested to know who Theresa Wood was. Her "IT" company, Spartan, is actually a steel manufacturing co. owned by Ms. Wood's ex-husband. Said company was asked for a quote on the water tank in July 2012, which he believes is a conflict of interest. He requested a copy of district policy on personal use of the district truck, and received a reply from the manager that there was no policy and that was how it had always been done. Mr. Brennan reported that on Wed. 3/13 he was hostilely approached by Ms. Wood re: his public records request when he was at the cemetery visiting a gravesite, and that she had later written the foreman a disciplinary action for essentially being a by-stander to this exchange. Mr. Brennan also presented a copy of the county record of a land lease agreement with Mike Vandborg.

Randy Thompson public record request made on 2/19 on gate closure hours during Dec. & Jan. has still not been fulfilled. Expressed the opinion that minutes are biased by manager in her favor. He made note of the fact that the 1/22/13 minutes only reflect that quotes were being obtained for the barbed wire fence and yet the fence is already up without board approval. He expressed frustration that although backhoe purchase power has already been given to Foreman, that no action has been taken. Steve Schrepfer made it clear that Ms. Wood, not he, had filed a Worker's Comp. claim; he only requested a readout of his comp. time on the books. He also stated that former board member Mark Vandborg had been working at services for free; probably not covered under our insurance. He also said that he believes the Vandborgs are profiting from use of cemetery land.

Mike Vandborg spoke in support of the Manager using the district truck and laptop at home.
Shirley Tierney, former manager, spoke in support of manager.

3. **Closed Session:** mid-year personnel review of all employees. **Reconvene at 7:55 p.m.** Report out: the Board is deferring review of the manager and foreman pending the aid of an independent investigator.

4. **Approval of minutes:** Amendment of the minutes from 2/19/13- under Approval of Minutes for 1/22/13 should read "adding the final amount paid for columbarium **of \$25,524**". Amendment of the minutes from 2/26/13 under Approval of Bills should show that there was one motion with one abstention; also under "Old Business- Backhoe" the motion was made by **Mead** not Nicholson-Thome; under New Business - Engagement Letter for 2012 Audit should be one sentence instead of 2 lines:"Board would like 2 more quotes from other auditors for completion of audit". Amendment of the minutes of 3/5/13 under New Business - Emergency Authorization change that the motion was made by **Mead**, not Leary. Motion by Mead to approve the minutes of the regular meeting held February 19, 2013, the special meeting held February 26, 2013 and the special meeting held on March 5, 2013 as amended, Pantoja seconded. Passed unanimously.

5. Approval of bills: The board expressed a desire to have all bills brought to the meeting so as to bring them up to date and current. Voucher #101 approved by motion by Mead, second by Pantoja; passed unanimously. Voucher # 103 motion to approve by Leary, second by Mead; passed unanimously. Voucher #104 includes gross amount of \$300 for work boots, but does not reflect \$50 received from employees for amount spent over policy. Recommended that employees be given receipts for cash received; motion by Leary to approve V#104, Mead second; 3 ayes, 1 nay; motion passed. Motion by Pantoja to approve Voucher #105, second Mead; passed unanimously. Motion by Mead to approve Voucher # 106, second Pantoja; passed unanimously. No action on vouchers #107-108. Vouchers #109-110 were not considered this month because they were not agendized.

6. Administrative Reports: February data missing from budget sent out; no explanation available for CalPERS up 50% over budget.

7. Manager's Update:

a. Relocation of Memorial Brick Wall: defer moving it for 6 months- 1 year from veteran monument area to chapel flower garden area due to cost/time/priorities.

b. Columbarium Update: Total cost of \$25,524 divided by 72 niches = approx. cost of \$354 per niche. Current price of \$993/niche; sale of 26 niches will recoup cost of columbarium.

c. Correspondence received from public: none

d. Update on gate repair due to theft 12/12/12 and fencing add-on: barbed wire was budgeted by Manager under "Expansion" for \$1935 based on verbal bids; work performed by Lamont Fence. Work not completed & done poorly. Not approved by Board, because of concern for liability, only action was request for quotes at Jan. 22nd meeting. Gate replacement \$1320, part of \$2645 reimbursement from insurance.

7. OLD BUSINESS

A. Morgan Stanley Authorization form: need M.S. agent at meeting or other accommodation to complete.

B. County authorization card signatures: completed.

C. Election of Board positions: Motion by Mead to table until a full board is in place, second Pantoja. Passed unanimously.

D. R. Dennis Engagement Letter for 2012 Audit: cannot be acted upon until a chairperson is in place.

E. Sonitrol quotes/ shop security: no other quotes obtained. Motion by Mead to table until May, second Leary. Passed unanimously.

F. Explanation of Free Vases: wholesale cost \$17/vase, retail price \$50, replacement price \$30. Verbiage re: free replacement vases removed.

G. Flower/Decoration Policy: signs in place, continue to enforce as written.

H. Protocol or mandate used by Manager re: Closed Session: there is no mandate, only precedent.

I. Street sweeping service: motion made and passed at 2/26/13 meeting.

J. Report on No. of times 2 services took place at once: report presented only reflected burials on same day, not at same time. 13 out of 19 days, there were 2 on the same day.

K. Report on percentage of uniforms turned in for cleaning: not available

L. Water Tank: Patches are holding; need to budget a larger amount (at least \$25,000) next year. Agendize replacement at next meeting.

M. Policy on payment of bills: not satisfactory to have bills paid first and then submitted to the board for approval, nor to be paying bills long after the month they were incurred.

N. Employee time management logs/time clock: Manager's & Office Assistant's not done; Groundsmen's not turned in; table until next meeting.

O. Backhoe replacement: Steve Schrepfer, Foreman, reported that we are on track for funding by end of this week. Found a good prospect in Perris; motion by Leary to pay mileage to Foreman to see if that backhoe fits our needs and is priced appropriately, second Mead; passed unanimously.

8. NEW BUSINESS

A. Recommendation for Columbarium walkways: add sidewalks which will cost approx. \$575 for materials. Board requested that plans and revised costs be brought to next meeting.

9. Audience Comments: Robert Brennan would like investigation into former board member helping with service due to employee shortage and investigation into animal burials on cemetery grounds. He suggested that the board enact a policy prohibiting pets on the grounds.

Steve Schrepfer requested status of Worker's Comp. Claim; manager claimed that there is no claim until he turns in form. Randy Thompson indicated on the contrary that a written Request to Rescind needs to be filed by management.

Mike Vandborg suggested that the board devise a backup policy for employee shortage. Also a contingency for overflow parking.

John Wood asserted that there is no conflict of interest between his company, Spartan, and the district.

10. Board Comments and Future Agenda Items: Would like to get as much information as possible to each member of the board before meetings, especially vouchers. Board also needs to see agenda and minutes on the Wednesday before each meeting, so as to be able to make changes before it is posted.

Meeting adjourned 10:35 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary Pro Tem