

SOUTH KERN CEMETERY DISTRICT/ARVIN
MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES HELD
AT THE ARVIN LIBRARY AT 5:30 P.M.
May 15, 2012

Trustees Present: Faye Holbert; Chandra Mead; Cynthia Thome; Manuel Pantoja

Trustees Absent: Mark Vandborg

Also Present: Lisa Wood, manager; Farrell Neeley; Robert T. Dennis, CPA

1. The meeting was called to order at 5:34 PM by Faye Holbert, Trustee.

2. **Audience Comments:** Farrell Neeley reported that he followed up on the design for the reinforcement of the concrete wall for the bathroom but did not get much information on it and hopes to have more for the meeting next month.

3. **Approval of Minutes:** Cynthia Thome made motion, seconded by Manual Pantoja to approve the minutes of a Regular Meeting held April 17, 2012. Motion passed with 4 ayes and 0 nays.

4. **Approval of Bills:** Voucher Registers #52-#57 were presented for acknowledgement and payment approval by the trustees. Faye Holbert had a question on the report of Transaction List by Vendor regarding payments to State Board of Equalization. The report had an error that listed payments as being paid on Vouchers # 39 & Voucher #40, but they were actually paid with an ACH on the checking account. This is to be corrected. Cynthia Thome made motion, seconded by Faye Holbert to approve bills as corrected. Motion passed with 4 ayes and 0 nays.

5. **Administrative Reports:** AR Aging Summary, Joan Thomas's credit of \$100.00 was explained as a credit being held at customer's request, to be applied to final services when rendered.

Manual Pantoja asked what all is included under the category of Miscellaneous Expense, listed on the Budget spreadsheet. Explanations given by manager as to what expenses get coded as a Miscellaneous Expense. Correction needed for entries for Month of April on budget spreadsheet removing unemployment paid from the miscellaneous category

6. Old Business:

Audit Reporting: Chandra Mead made motion, seconded by Cynthia Thome to accept the 2006-2011 district audits as presented by Robert T. Dennis, CPA. Motion passed with 4 ayes and 0 nays.

Repair and Replacement of Lowering Device: Manager reported that the brakes on the Frigid Imperial lowering device had failed and is in process of being replaced for approximately \$52.00. The unit was just inspected in February 2012 and found to be in need to be phased out

within a year, as the unit is over 10 years old. Manager will be making purchase of new lowering device, making it the one to be used primarily, and the repaired, older Frigid device will now be reserved as a back-up unit. Approximate cost of new device will be between two and three thousand dollars as told in 2 verbal quotes received.

Final decision on accepting the proposal from Information Technology on a computer maintenance program: Cynthia Thome made motion, seconded by Manuel Pantoja not to accept the proposal given for being too expensive and that we would continue looking into matter for something more affordable that will suit our needs.

Response from county counsel on Trustee Acknowledgment of Responsibilities of Endowment Care and/or Special Care Trust Funds: Manager reported that county counsel stated that the requirements of this document do not apply to public cemeteries.

7. New Business:

Farrell Neeley was to discuss the Business & Professions Code, and California Probate Code, but opted out of this discussion due to response from county counsel on the Trustee Acknowledgment of Responsibilities of Endowment Care. He will take this up at a later time.

Mr. Neeley wants to know if the board would consider an annual or biannual review of the District's Policy Manual. Mr. Neeley was advised that a review was done April 2010, but we would consider putting together a committee and review the entire District Policy and Procedures Manual again as soon as possible. Mr. Neeley to prepare a list of items of concerns he has and will present at the July 2012 meeting.

Present for Approval Heat Stress Policy: Draft policy handed out to all for review. Chandra Mead made motion, seconded by Manuel Pantoja to table this until next month's meeting due to time restraints for meeting room. Motion carried with 4 ayes and 0 nays.

8. Closed Session: None

9. Audience Comments: None

10. Board Comments or Future Agenda Items:

Chandra Mead asked about reporting of equipment, and was advised that this was on the agenda for May, but got moved to June agenda.

The discussion of committees and the recommendations by county counsel.

There being no further business to come before the board at this Regular Meeting, motion was made by Manuel Pantoja, seconded by Cynthia Thome and passed with 4 ayes and 0 nays that the meeting be adjourned at 7:02 PM.

Respectfully Submitted,

Lisa F. Wood, Manager

Mark Vandborg, President