

**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.**  
**JULY 17TH, 2012**

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

Trustees Absent: None

Also Present: Lisa Wood; Farrell Neeley; Linda Leary

1. The meeting was called to order at 5:40 PM by Manuel Pantoja, interim president

2. **Audience Comments:** None

3. **Approval of Minutes:** Faye Holbert made motion, seconded by Cynthia Thome to approve the minutes of a Regular Meeting held Tuesday, June 19<sup>th</sup>, 2012. Motion passed with 4 ayes and 0 nays. Motion made by Cynthia Thome, seconded by Chandra Mead to approve the minutes of a Special Meeting held Tuesday, July 10<sup>th</sup>, 2012. Motion passed with 4 ayes and 0 nays.

4. **Approval of Bills:** Voucher Registers #64-#66 & #68-#69 were presented for acknowledgement and payment approval by the trustees. Voucher #67 was approved at the regular meeting on 6/19/12. Faye Holbert made motion, seconded by Cynthia Thome to approve Vouchers #64-#66 & #68-#69. Motion passed with 4 ayes and 0 nays.

5. **Administrative Reports:** Faye Holbert reminded manager that balances less than \$10.00 still need to be written off. It has also been re-requested that manager contact accountant on their entries on the Accounts Receivable Aging Summary of \$ 1,573.89 and determine what it is and if we can clear this item.

Item on Morgan Stanley report of \$3,411.77 was explained as being 2 interest/dividend disbursements done between 1/1/12-5/31/12.

6. **Old Business:**

A. Chandra Mead made motion, seconded by Cynthia Thome to approve the Final Budget for the 2012-2013 Fiscal Year with changes made to Groundsman #3 to be listed as Foreman, an update to the amount listed for PERS Retirement and Payroll Taxes to reflect the finalized salaries and to include replacement of water tank of \$17,000 and purchase of used JCB backhoe of \$500.00 in capital outlay for total of \$17,500 and change to niche wall/expansion expenditure to \$15,578.

B. Faye Holbert made motion, seconded by Cynthia Thome to draw up a resolution to withdraw accounts payable processing from being handled at the county office and

start processing our accounts payable in the District office. To be included in that resolution, an increase to the amount to be held in the business checking account to \$ 25,000.00 and including all current board members as signers on the business checking account.

- C. The Final Price List was approved with motion made by Cynthia Thome, seconded by Manuel Pantoja with corrections to items that were not rounded up to nearest dollar and correction to date approved on page 2 to read as August 1, 2012. Motion carried with 4 ayes and 0 nays.
- D. It was unanimously agreed among the board members that building a columbarium inside the outdoor chapel would not be the best place due to the likelihood of it being sat on or climbed on. Other locations to be considered during a site visit with all board members prior to next month's board meeting. Meeting to start at 4:45 pm on August 21<sup>st</sup>, 2012 at the District grounds. Meeting will then resume around 5:30 at the Arvin Library. Manager to obtain revised quotes and diagrams of a stand-alone wall of varying heights with quotes being listed in phases of the operation and expense not to exceed approximately 17,000 complete.

#### **7. New Business:**

- A. Due to requests from community members, Faye Holbert made motion, seconded by Manuel Pantoja to re-install signage at the front of the cemetery and one in back if needed that states what day flowers & decorations are removed. Motion passed with 4 ayes and 0 nays.
- B. 1991 Toro Mower that has been out of use and in storage has been declared as surplus property and can be traded for a 1 pole trimmer, 1 hand held weed eater and 1 walk behind weed eater with Kern River Power Equipment. Total value of \$1,350.00. Motion made by Cynthia Thome, seconded by Chandra Mead. Motion passed with 4 ayes and 0 nays to proceed with this exchange.
- C. Chandra Mead made motion, seconded by Cynthia Thome, that the voting and appointment of new president of the board has been tabled until 5<sup>th</sup> position on board is filled. Until that time, Interim Presidency will be rotated on a monthly basis. Motion passed with 4 ayes and 0 nays.
- D. Board approves of making the immediate repairs needed on water tank to hold us over until we can get a new one built. Manager to draw up a Request for Proposal itemizing everything we want to have included in their quote. New estimates to be presented at next board meeting.

#### **8. Closed Session: None.**

**9. Audience Comments:** Farrell Neeley wants to hear what Grand Jury's response back to us was after their on site visit. Manager to formulate a response for review to be presented at the next board meeting.

**10. Board Comments or Future Agenda Items:** None

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,

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Lisa F. Wood, Manager

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Manuel Pantoja, Interim- President