

**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.**  
**NOVEMBER 20, 2012**

Trustees Present: Faye Holbert; Chandra Mead; Manuel Pantoja

Trustees Absent: Cynthia Thome & 1 Vacancy

Also Present: Lisa Wood; Farrell Neeley; Linda Leary

1. The meeting was called to order at 5:40 PM by Faye Holbert, chairman pro tem.

2. **Audience Comments:** None

3. **Approval of Minutes:**

Manuel Pantoja made motion, seconded by Chandra Mead to approve the minutes of a Regular monthly meeting held Tuesday, October 16, 2012. Motion passed with 3 ayes, and 0 nays.

4. **Approval of Bills:**

- Vouchers #84 - # 86 & # 89 were presented for payment approval. Motion made by Chandra Mead, seconded by Manuel Pantoja to approve payments listed on vouchers #84 - #86 & #89. Motion carried with 3 ayes and 0 nays.

5. **Administrative Reports:**

- Financial Reports: Chandra Mead had some minor housekeeping questions pertaining to the Budget worksheet, and expense for sod cutter and military flag. Faye Holbert suggested that the expense account numbers (i.e., 502.10; 502.6 etc.) be included on the Transaction List by Vendor report for each item listed.

6. **Old Business:**

- Farrell Neeley presented plans for the widening of the doors of the Districts public restrooms to accommodate wheelchairs. Engle and Associates provided the plans. Description of details of project given. Farrell stated that he was not going to push for this to be done until March, 2013. He has gotten the engineering donated and thinks that he can get the doors donated. The saw cutting may also be donated. This will be revisited March of 2013 to see where we are at on the donations.

- Status of Flower Removal sign given as being done but will be set out after the Thanksgiving holiday, as there will be a different schedule for the holiday season.
- Status of water volume test done on water tank given as that the current size of tank is sufficient based on the testing for the volume of water we are using. Still looking at other options for tank replacement other than the purchase or building of a new one.
- Copy of letter of apology sent to the family of Carol Davis was passed out. Letter was to apologize for the handling of the acceptance of the bench they had selected.

**7. New Business:**

- Resolution on revised policy regarding Memorial Markers, Benches and Trees that was approved on October 16<sup>th</sup> 2012 was presented and signed.
- Recap given of C.A.P.C. Conference attended by manager in October 2012.
- Rough draft prepared by attorney Bob Hunt on District Bylaws and policy on visits from Grand Jury and correspondence from public was handed out for further reading and changes that pertain to our district will be noted and presented at Board Meeting in January, 2013.

**8. Closed Session:** None

**9. Audience Comments:**

- Farrell Neeley asked if we have security cameras in place. He was advised that we do not. Discussion was made pertaining to the possibility of including this in next year's budget.
- Linda Leary asked about the progress on the columbarium. She was advised that the pad has been poured and the placement of the unit should soon follow.

**10. Board Comments or Future Agenda Items:**

- Status of columbarium with photos to be presented.

There being no further business to come before the board at this Regular Meeting, motion was made by Chandra Mead, seconded by Manuel Pantoja and passed with 3 ayes and 0 nays that the meeting be adjourned at 6:56 PM.

Respectfully Submitted,

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Lisa F. Wood, Manager

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Faye Holbert, chairman pro tem