

SOUTH KERN CEMETERY DISTRICT/ARVIN
MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES HELD
AT THE ARVIN LIBRARY AT 4:00 P.M.
JANUARY 17, 2012

Trustees Present: Faye Holbert; Manuel Pantoja; Chandra Mead; Mark Vandborg

Trustees Absent: Cynthia Nicholson-Thome

Also Present: Lisa Wood, manager and Devin Brown, deputy county counsel

1. The meeting was called to order at 4:02 PM by Faye Holbert, president.

2. Audience Comments: None

3. Approval of Minutes: Mark Vandborg made motion, seconded by Chandra Mead, to approve the minutes of a Special Meeting held Tuesday, December 13, 2011. Motion passed with 4 ayes and 0 nays.

4. Voucher registers #20 - #31 were presented for acknowledgement and payment approval by the trustees. Motion to pay properly audited bills for months of November and December 2011 made by Mark Vandborg, seconded by Manuel Pantoja. Motion passed with 4 ayes and 0 nays.

5. Administrative Reports: Discussed and Reviewed with no concerns noted.

6. Old Business

- Delinquent Contracts # 381, #325, #147, #353, #353, #383 reviewed for final action. Motion made by Mark Vandborg, seconded by Chandra Mead to declare these contracts in default and proceed with the terms of the contract. Motion passed with 4 ayes and 0 nays.

7. New Business

- Proposals of 2 different accounting firms to conduct audits on F/Ys 2006-2011 were reviewed and discussed. Motion made by Mark Vandborg, seconded by Manuel Pantoja, to accept proposal from Christy White Accountancy Corporation at the price of \$14,600.00.
- Current rate information from Morgan Stanley and UBS Financial, for the investment of Endowment Funds was handed out to be reviewed by board members to be discussed at next month's Board meeting.
- Farrell Neeley presented his request that we review the entire Americans with Disabilities Act and consider making changes to the public restrooms at on the District

grounds to be accessible by wheelchairs. Mr. Neeley to provide names of structural engineers that we can contact to get an idea on the cost and what would be needed to accomplish a remodel of the existing bathrooms. Findings as we get them, to be presented at future board meetings.

- Recommendations for a new Board president were discussed and Chandra Mead made motion, seconded by Manuel Pantoja to make Mark Vandborg the new president of the South Kern Cemetery District Board of Trustees. Motion passed with 4 ayes and 0 nays.

8. Closed Session: None

9. Audience Comments: Farrell Neeley brought up the distribution of our agent packet documents and suggested that we distribute them in PDF format to be emailed to all board members. Manager to look into this process and will work on process to accomplish this at earliest convenience.

10. Board Comments or Future Agenda Items: Chandra Mead reminded us that we are now 6 months into the budget, and at the time we approved the budget with new salaries, we were to meet again in 6 months to revisit employee performance for merit increases. This will be added to the agenda for the meeting on February 21, 2012.

There being no further business to come before the board at this Regular Meeting, motion was made by Mark Vandborg , seconded by Manuel Pantoja and passed with 4 ayes and 0 nays that the meeting be adjourned at 5:05 PM.

Respectfully Submitted,

Lisa F. Wood, Manager

Faye Holbert, President