

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 JANUARY 21, 2014

Trustees Present: Linda Leary, Manuel Pantoja, Chandra Sargent Mead, Farrell Neeley; Cynthia Nicholson-Thome.
Also present: District Manager Danny Brown, Foreman Steve Schrepfer.

1. The meeting was called to order at 5:30 p.m. by Trustee Nicholson-Thome.

2. **AUDIENCE COMMENTS:** none

3. **TRUSTEE COMMENTS:** none

4. **ADJOURNED TO CLOSED SESSION** at 5:32 p.m. Personnel exception.

5.: **RECONVENE IN OPEN SESSION** at 6:30 p.m. Report out: Add cell phone policy, bank signature card and credit card for new District Manager to agenda

6. **APPROVAL OF MINUTES:** Motion by Neeley, second by Pantoja, to approve the minutes of the regular meeting held December 17, 2013, with the amendment of New Business item 10.b. to read "Neeley motioned to create Standing Committees for 2014; died for lack of a second". Passed unanimously.

7. **APPROVAL OF BILLS:** Voucher #143 for \$4998.39. Neeley motioned, Leary seconded to approve. Passed: 4 ayes, 1 abstention.

ADMINISTRATIVE REPORTS: presented. Need burial report graph each month; verbal report was 14 in December, 6 so far in Jan. Change AR Summary report categories to 1-90 days, 90-180, 180-270, 270-360, Over 365. Need budget spreadsheet, Morgan & Stanley and Bank of America reports each month.

9. OLD BUSINESS:

A. Major equipment: Water system : pump assessment: SA Camp Co. & Water Well Solutions reported that we need to clean the motor, replace the bowls, and aggressively brush the walls of the pipe. Water level is at approx. 320 feet and there are 2 possible breaks at 320 & 350 feet. We discussed adding a filter, extending the shaft to the sink pump deeper and adding an inter-liner or "packer". No estimate yet on cost.

B. Bathroom Door Modification permit: no action or report

C. Updating & Correcting District Financial Records - Bookkeeping reports from Tracy Walker & Mitzi Woods: were not obtained. The County Auditor insists that we perform an audit soon or they will do it and charge accordingly. Also Co. Auditor will not allow district to do biennial audit (as we have before). District Manager brought 3 accounting firm quotes on annual audit that have had experience with special districts. Neeley motioned, Mead seconded to hire Albert & Associates, LLP to conduct 2011-12 and 2012-13 audits not to exceed \$13,000. Passed unanimously.

D. Pond repair updates: got bids from Stingray Pool & Pyrenees Pool as well as Andes. Neeley motioned, Pantoja seconded to accept bid from Stingray for \$11,850. Passes unanimously.

E. Multi-line landline phone status: installed in December and working.

F. Columbarium Phase 2 walkway: No action taken. Consensus to not build Phase 2 at all, but restore plots; District Manager will reassess plots available in Block 13 and report back. Also consensus to take down chains and poles to allow handicapped access from the back side.

G. Babyland planning: D.M. will re-plot out the area and track. The issue of the donation of funds by the Girl Scouts for a fountain was raised; D.M. will bring to future agenda.

H. For Profit Sales Policy: tabled.

I. Security system update: Sonitrol bid to install audio sensors in our C trains was presented. D.M. will bring clarification to next regular meeting. Purchase of safe: Since the cabinets don't lock, we need to purchase a fire box & mount into fire safe. Lights: some donated lights have been installed; Robolite has not.

J. Employee manual ; K. Nepotism policy; L. Contingency plans; M. Grievance policy; and N. By laws: need for update & revision and/or creation of these items expressed to District Manager; drafts passed on to D.M.

10. NEW BUSINESS:

A. Welcome new District Manager Danny Brown:

D.M. reports:

1. Form 700 due March 1, due to the County April 1
2. 2013 Guide of Public Cemeteries has been ordered
3. As of Feb. 1st, the district office will begin doing all business on QuickBooks
4. Staff bonuses need to be done through the payroll process.
5. D.M. has been visiting as many districts as possible for ideas/input/guidance
6. D.M. reported the need to remove many or all of the cypress trees for security, structural and esthetic reasons.
7. D.M. will be conducting an office remodel and reorganization, not to exceed \$1000 and within budget.
8. Computer operations have been vastly improved.
9. D.M. recommends the removal of the diesel tank; resort to the use of 5 gallon cans.
10. CAPC Conference on Oxnard March 20-22; D.M. obtaining scholarship for attendance. Neeley motioned, Mead seconded to pay D.M.'s mileage and per diem for lodging and food at the CAPC conference, not to exceed \$675. Passed unanimously.

B. Election of Officers: Motion by Mead, second by Leary to elect Manual Pantoja as Chairperson and Farrell Neeley as Vice Chairperson. Passed unanimously.

C. Receipt of donation of bathroom door permit application fee, materials and outside labor: Motion by Mead, second by Pantoja to accept said donation from Farrell and Kim Neeley valued at \$2565.34. Passed with 4 ayes and 1 abstention.

D. Cell phone policy for District Manager: Neeley motioned, Pantoja seconded to approve a \$20 per month stipend to the District Manager for cell phone usage for district business. Passed unanimously. **Bank of America signature card and credit card:** Neeley motioned, Mead seconded to issue credit card to District Manager for district use. Passed unanimously.

11. **AUDIENCE COMMENTS:** none

12. **BOARD COMMENTS AND FUTURE AGENDA ITEMS:** Neeley mentioned the donation of the website fees for the remainder of this year.

13. Meeting adjourned 9:40 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary