

## 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 FEBRUARY 18, 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 Pantoja.

2. **AUDIENCE COMMENTS:** Kelly Christian made request that volunteers work directly with District Manager for Memorial Day program.

3. **CONSENT CALENDAR:** Motion by Neeley, second by Leary to accept consent calendar items (approval of bills for Jan. 2014 \$9557.05, approval of minutes of January 21, 2014 regular meeting and January 29, 2014 emergency meeting, receipt of correspondence re: LAFCo appointment and re: CAPC board of directors, YTD Budget report, Morgan Stanley report, Accounts Receivable Aging Report). Passed unanimously.

#### 4. **BOARD BUSINESS:**

**A. Girl Scout donation:** report, discussion & possible determination Re: donation of \$168.98 intended for fountain adjacent to BabyLand. Motion to deposit the funds and develop a policy re: donations into special project funds by Neeley, second by Leary. Passed unanimously.

**B. For Profit Sales Policy:** Motion by Neeley, second by Mead to develop a policy re: sales by non-profit and for-profit entities on District property that would prohibit for-profit entities, and allow only 3 non-profits to operate on District grounds (with the 2 non-profits who have conducted business on District property in the past having "first rights" to such operation) on a donation only basis. Passed unanimously.

#### 5. **DISTRICT MANAGER REPORTS:**

**A. Pond repair update:** pond has been sandblasted and acid washed; further work on hold due to lack of water for surfacing; we will pay 90% upon certificate of completion.

**B. Security system update:** Sonitrol is refiguring costs.

**C. Audit:** 3 meetings with auditor so far; the auditor is fully on board with changes & improvements that have been made; the last 2 years didn't balance.

**D. Water pump and tank update:** tank is in place & tied into water lines; electricity is not tied in; bowl size doesn't match what is available (originals installed in the 1960's).

**E. Plans, Bylaws & Policy updates:** 3 will be brought to the board next month's meeting.

**F. QuickBooks and Accounting update:** accounting system has been completely set up and electronically copied.

**G. Asset Protection & Safe update:** a locking firebox has been installed inside a locking fire safe.

**H. Office Improvement update:** 90% completed; phone & security lines still need to be reinstalled cleanly. Our Office Max account has been switched over to a government-type account, which will give us bigger discounts.

**I. Grand Jury Visit:** will be March 6.

**J. PG&E Connection Repair:** to overhead line (which was shorting out). PG&E put in all new connections; removed old heaters that were not in use.

**K. Computer Software Update:** Adobe Scan program installed.

**L. Interment Report:** 113 in 2013, 10 in Jan. 2014.

**M.** District Manager reminded trustees about Risk Management workshop & dinner in Taft this upcoming Friday February 21. District Manager also requested that Trustees bring strategy ideas & recommendations for investment & cash allocations to next month's regular meeting.

**6. COMMITTEE REPORT:** none

**7. BOARD MEMBER COMMENTS:**

**a. Trustee Neeley** commented on bathroom door modification update that we will have to repair the doorway stoops; that County Planning sent our plans back to reconsider heavier door frame.

**b. Trustee Mead** reported that she had sent Supervisor Couch an email requesting that the Board of Supervisors re-appoint the 3 SKCD trustees whose appointments have lapsed; she also initiated contact with Tejon Mountain Village soliciting space in their development for a columbarium and parking that would be SKCD's. She also requested a report on the land lease status.

**c. Trustee Leary** has received positive public input on hiring Danny Brown as D.M. She also requested that Mr. Brown provide a short biography/article on himself for publishing in the local newspapers.

**d. Trustee Nicholson Thome** had questions about recent & future cypress & other tree removal: Dist. Mgr. replied that the removal of 4 trees around the pond has opened up about 28 plots and 1 tree will be planted for shade over the pond. One cypress has been removed next to the office because of its impact on the foundation. Trustee NT also suggested that we get quotes on replacing the office windows.

13. Meeting adjourned 7:16 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary