

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 APRIL 9, 2013

Trustees Present: Cynthia Nicholson-Thome, Linda Leary, Manuel Pantoja, Chandra Sargent Mead

Trustees Absent: none; 1 vacancy; also present Foreman Steven Schrepfer.

1. The meeting was called to order at the Bank of America office at 4:30 p.m. for the purpose of completing signature cards; adjourned at 6:15 to relocate at the library and reconvened at 6:21 p.m. by Chairperson Pro Tem Cynthia Nicholson-Thome. Item "Reconvene in Open Session" was stricken from the agenda.

2. **AUDIENCE COMMENTS:** Shirley Tierney requested that meeting be cancelled due to late start; request was denied. Ms. Tierney attempted to make public records request; she was directed to properly make request with the District office during hours of operation.

3. **APPROVAL OF MINUTES:** The minutes of the regular meeting held March 19, 2013 were not available due to the absence of the Manager. The minutes of the special meeting held March 26, 2013 were approved with the amendment of item #7 from "Voucher #104" to "Voucher #102". Mead motioned, Pantoja seconded. Passed unanimously. Additional amendment to the minutes of the January 22, 2013 meeting: on page 3, line 16 delete "Quotes also being obtained for installing barbed wire across top of shop fencing"; add "Barbed wire fence discussed. Need to research liability/insurance concerns". Mead motioned, Leary 2nded. Passed unanimously.

4. **APPROVAL OF BILLS:** Voucher #111, transactions #149-153 & 155-168 approved; Leary motioned, Pantoja 2nded; passed unanimously. Voucher #111, transaction #154 passed; 3 ayes, 1 abstention. Voucher #110 (except transaction #132, 137) approved; Mead motioned, Leary 2nded. Passed unanimously. Voucher #110, transaction #132 approved; Leary motioned, Pantoja 2nded; passed 3 yes, 1 abstention. Voucher #110, transaction #137, only partially approved (\$1320 portion), remainder NOT approved; Mead motioned, Leary 2nded; passed unanimously. Voucher #109 approved; Mead motioned, Leary 2nded; passed unanimously. Voucher #90 (\$175.00 reimbursement of Lisa Wood for gift cards) was NOT approved on 2/26/13. Require Lisa Wood to reimburse District; Mead motioned, Leary 2nded; passed unanimously. Voucher #107 to reimburse petty cash \$500.00 (actual purchases on voucher #102 & 108 already approved); Leary motioned, Mead 2nded; passed unanimously. Foreman requested suggestions on vouchers: board would like to see like-type items grouped together if possible.

5. **ADMINISTRATIVE REPORTS:** Board requested that future aging summaries have "1-90", "90-180", "180-270", and "270-365" day columns.

6. OLD BUSINESS

A. **Barbed wire installation:** Steve Schrepfer, Foreman, reported that work started on 3/7/13 at Manager's direction in response to break-in on 12/17/12. Motion to authorize Foreman to contact Lamont Fence and direct them to collect from Lisa Wood who signed for the work, and make her personally responsible since the Board did not request or approve the work (Leary); 2nd Mead. Passed unanimously. Board directed Foreman to allow Lamont Fence to reclaim materials if they so decide.

As an alternate security measure, the Board directed the Foreman to research the purchase of a C train and report next meeting.

B. **Backhoe purchase:** Check was delivered Monday 4/8/13. Take delivery tomorrow 4/10/13. Total price \$31,671.00, includes tax, delivery and tires. Motion Pantoja, 2nd Mead to approve \$5.22 over the previously approved \$2000/month for temporary backhoe rental; passed unanimously.

C. **Surplus equipment report:** the county approved the sale of both old backhoes pending board approval. Motion Leary, 2nd Mead, to adopt Disposal of District Property Policy as suggested by county counsel; passed unanimously. Motion

Pantoja, 2nd Leary to accept the purchase by Dean Thompson of Tulare of both old backhoes for the sum of \$20,000.00; passed unanimously.

D. Interim election of officers: Cynthia Nicholson-Thome as Chairperson and Chandra Sargent Mead as Secretary; motion Leary, 2nd Pantoja. Passed unanimously.

E. Report on 2 services at same time: concern for overlapping equipment needs. Report still pending.

F. Report on Employees not turning in uniforms: approx. 10%. Fluctuation in bill possibly due to paper products that we cancelled several months back. Level pay is approx. \$65/week. Board authorized Foreman to research competitive uniform service companies.

G. Report on employee time management logs: were presented. Copies to be distributed at next meeting.

H. Columbarium walkways: Phase 1: 2-36' sidewalks between columbarium and future back parking area; motion Leary, 2nd Mead, to authorize the pouring of these sidewalks. Phase 2: 1-70' sidewalk between memorial and columbarium, may need to relocate 1 tree and 1 bench; board will consider at next meeting.

7. NEW BUSINESS

A. Memorial Day planning: Monday May 27. Need speaker, rent chairs. For ideas/support in putting out crosses and flags will contact VFW, Girl Scouts, sorority, ROTC, high school alumni, etc. Authorized Foreman to proceed with planning and report back.

B. Major equipment purchase/repair: Foreman believes that the most important needs are a new winch which he estimates will cost approx. \$1700 and a new water tank (which might be required to get ASME and cost \$15-20,000 minimum. Board requested that foreman research 2 small tanks equal or greater in size than the current one.

C. Employee Manual: Workday/Workweek and Leave Provision sections; Mead will bring draft to next meeting.

D. Awards of Merit to Foreman and Office Assistant: Motion Leary, 2nd Mead to award Foreman 144 hours of comp. time for acting as Manager; passed unanimously. Motion Mead, 2nd Leary to award Office Assistant cash bonus of \$300 for extra work performed during Manager's absence; passed unanimously.

E. Foreman vacation in absence of Manager: Foreman is requesting to use comp. time for 1/2 day on 4/18, and all of 4/19 & 4/22; Motion Mead, 2nd Leary to authorize the Foreman to schedule services before and after the requested leave, and make his leave the first priority; passed unanimously.

9. **AUDIENCE COMMENTS:** none.

10. BOARD COMMENTS AND FUTURE AGENDA ITEMS:

a. Agendize advertising, security/sonitrol, leave-tracking procedure, C train.

b. Board unanimously voted to change the next regular meeting date from May 21 to May 7.

Meeting adjourned 10:20 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary Pro Tem