

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 MAY 7, 2013

Trustees Present: Cynthia Nicholson-Thome, Linda Leary, Manuel Pantoja, Chandra Sargent Mead, Farrell Neeley
Trustees Absent: none; also present Foreman Steven Schrepfer, Office Assistant Ana Reyes.

1. The meeting was called to order at 5:31 p.m. by Chairperson Nicholson-Thome.
Emergency addition to agenda of Moreno Family Headstone.

2. **AUDIENCE COMMENTS:** Kelly Christian re: Memorial Day celebration. Randy Thompson requesting information/research on land or lease agreements.

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 regular meeting held April 9, 2013 and the special meeting held April 24, 2013 were both approved as submitted. Pantoja motioned, Leary seconded. Passed unanimously.

4. **APPROVAL OF BILLS:** Voucher #112, transaction #176 amount changed to \$38.42. Motion to approve Voucher #112, except transactions #174 & 175, by Leary, 2nd Pantoja; passed unanimously. Motion to approve Voucher #112, transactions #174 & 175, by Pantoja, 2nd Leary. Motion passed; 4 ayes, 1 abstention.
The monthly cost of AT&T bill was questioned; need to investigate lower rate. The question was raised on how to show \$20,000 surplus income. Need to set up category in Quick Books. Leary will consult Co. Auditors Office on how Office Assistant should make deposits and transfers.

5. **ADMINISTRATIVE REPORTS:** Office Assistant has not yet changed Aging Summaries to reflect "1-90", "90-180", "180-270", "270-365" and "over 365" day columns.

6. OLD BUSINESS

A. Lamont Fence barbed wire job & bill payment: Motion to keep good faith with Lamont Fence and pay \$1935 portion of bill for the barbed wire installation, and ask co. counsel to advise on collecting from Manager by Neeley, 2nd Leary. Passed unanimously. Still concern about liability and insurance from having the barbed wire on property.

B. Memorial Day planning: Flag raising ceremony at 9:30, in honor of Mr. Borunda, using cemetery's flag. Program begins at 10. Kelly Christian, VFW #8809 representatives & Rita Allen from the Girl Scouts will meet with cemetery staff to plan details. Arrangements for the placing of large flags around perimeter, and flags & crosses on graves made. Chair rental, port-a-potties (4), ice, bottled water, tubs, etc. discussed. Printing of program (by whom and how many) discussed. Speaker ideas such as Barry Thome, Robert Rangel, Larry H. suggested. Need for press releases to TV and papers. Discussed bunting, mulched flower beds, ribbon cutting for new columbarium. Motion Neeley, 2nd Leary, to allow a budget not to exceed \$1500 for Memorial Day expenses. Passed unanimously.

C. Columbarium walkways: Phase 1 completed. Phase 2 on hold. Still need to decide if we will move a bench and a tree in order to complete Phase 2. Foreman will consult arborist about the tree.

D. C train purchase: Foreman reported estimated costs of \$2604 (out-the-door) for a 20 ft. C train, and \$3580 for a 40 ft. C train, plus \$100 for a cargo lock box. Motion Neeley, 2nd Mead, to purchase 20 ft. C train and lock box as quoted. Passed unanimously.

E. Security System: currently have contract with Sonitrol for office and shop; would have to add sensor to C train once it's installed; Foreman will pursue reduced rate for term of contract, and check into competitive companies.

F. Employee Manual: went over proposed changes; bring revised draft to next regular meeting.

G. Report on Employees not turning in uniforms: tabled.

H. Report on employee time management logs: tabled.

I. Major equipment purchase/repair: Foreman brought in estimate for a new Winch for the lowering device; "Warn" was the only one capable of bearing the weight needed; approx. price \$2189, with tax \$2219. Motion Mead, 2nd Neeley, to purchase Warn winch for lowering device as quoted. Passed unanimously.

Estimates for new Water Tank: Foreman reported that estimates for a 2400 gal. ASME certified tank from Tiger Tanks of \$36,000 (without installation), and Hydrotech of \$40-60,000. Neeley advised that used, already certified 2500 gal. tanks can be purchased on E Bay for approx. \$6500. Would then have to factor in transportation and installation. We might also consider a smaller pressure tank with a larger storage tank. Also perhaps an "astroturf" like product in areas where watering is an issue.

Foreman also stressed the need to replace as least one Edge Trimmer; Motion Mead, 2nd Pantoja, to purchase one "Stihl" edger. Passed unanimously.

Foreman brought attention the need to replace approx. 12 damaged/worn out sprinkler heads. Motion Pantoja, 2nd Leary, to purchase 8 "Toro" sprinkler heads , at an approx. cost of \$180 apiece through Turf Star. Passed unanimously.

7. NEW BUSINESS

A. Grievance Policy & Procedures: tabled.

B. Contingency Plans: tabled.

C. Advertising: tabled.

D. Cuevas family 4-lot discrepancy: Contract was entered into March 2007 for 4 lots totaling approx. \$2300. Payments made for the value of 2 1/2 lots. Default letter sent September 2010 for balance of \$832. Motion Leary, 2nd Neeley, to allow Cuevas to pay off or to write new 12 month contract on balance owed; and write individual contracts for each lot's open/close services. Passed unanimously. Also **Velasquez overpayment:** Motion Neeley, 2nd Mead, to refund Velasquez overpayment.

E. Moreno headstone: the issue is apparently the "commercial" language on design. 30x14 size and design already approved by Manager despite possible violation of cemetery policy, so board will allow headstone. Moreno also wants to do bench (without company name). Since Davis bench set the precedent, board will also allow it.

9. **AUDIENCE COMMENTS:** none.

10. BOARD COMMENTS AND FUTURE AGENDA ITEMS:

a. Late filing of Brown Act reimbursement (because it was turned over by Manager along with other papers without explanation). Late fee was waived by State Controller. Motion Neeley, 2nd Leary, to pay \$100 for California Association of Public Cemeteries fee.

b. Lower AT&T rate?

c. Auditors Office advice on how to show income from surplus sale

d. March 19, 2013 board minutes

Meeting adjourned 10:45 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary