

SOUTH KERN CEMETERY DISTRICT MINUTES OF THE SPECIAL MEETING

OF THE BOARD OF TRUSTEES HELD AT THE ARVIN LIBRARY AT 5:30 P.M. ON JUNE 4, 2013

Trustees Present: Cynthia Nicholson-Thome, Linda Leary, Chandra Sargent Mead, Farrell Neeley

Trustee Absent: Manuel Pantoja; 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.

NOTE: Change Agenda header from "Regular Monthly" Meeting to "Special" Meeting.

2. **AUDIENCE COMMENTS:** none

3. **APPROVAL OF MINUTES:** The minutes of the regular meeting held March 19, 2013 still not available from the resigned Manager, nor from recording device. Need to seek co. counsel advice re: use of personal notes.

4. **APPROVAL OF BILLS:** Voucher #117, except transaction #212; Motion to approve Neeley, 2nd Mead; passed unanimously. Motion to approve Voucher #117, transaction #212, by Leary, 2nd Neeley. Motion passed; 3 ayes, 1 abstention. Motion to approve Vouchers #116 & 118 by Leary, 2nd Neeley. Passed unanimously.

5. **ADMINISTRATIVE REPORTS:** With completion of Aging Summary that shows accounts over 365 days, the office was instructed to send out standard demand letters.

6. OLD BUSINESS

A. Memorial Day planning: Kudos to all who made Memorial Day Celebration possible. Privacy screen around service yard (approx. 325') installed and loaned by Knights, will cost approx. \$475 + tax; Motion Neeley, 2nd Mead to pay Knights to keep it; passed unanimously. Approx. \$167 raised for "Babyland improvements". Next year issues: need a PA system for the flag raising ceremony; policy on "for profit" businesses (such as flower sales) needs to be considered

C. Columbarium walkways: Phase 2 tree and bench. Private arborist hard to book as well as expensive. Foreman will have Dean Norton, tree specialist from County Parks, evaluate tree.

D. C train purchase: Foreman reported final cost of \$2712.50. He is taking down awning in preparation for C train's arrival; delivery date pending.

E. Security System: current contract with Sonitrol ends 1/9/2014. Sonitrol would like to meet with us & make presentation.

F. Employee Manual: went over proposed changes; still need to write Pregnancy Disability Leave & Family Care and Medical Leave sections.

G. Uniform service comparison: quotes from current contractor (Ameripride) compared to Cintas, Sparkle & Aramark. Bring quote from Mission (that has county contract) next meeting to compare.

H. Report on employee time management logs: tabled.

I. Major equipment purchase/repair: Foreman reported that winch & edger purchased; still working on the best deal for sprinklers. Water Tank: Neeley will check pump, which may need to be serviced or replaced; report next meeting.

Continue search for tank (EBay tank previously discussed is not suitable): look for one that is at least double the size of the present one (2400 x 2= 5000ish); possibly static tank with booster.

J. Grievance Policy & Procedures: Neeley will draft

K. Contingency Plans: for events such as phone outages, power failure, well outage, disasters, loss of employee, etc. Each Trustee bring ideas to next meeting.

L. Advertising to promote cemetery: Frazier Park prices offered; need to consider Bakersfield Californian, Arvin Tiller/Lamont Reporter, El Popular & El Mexicalo.

M. Lower AT&T rate: We can save \$22.75 if we go to one year contract. Consider changing to Magic Jack with wireless router?

N. Co. Auditor's advice: Put income from surplus sales into general fund.

O. Bathroom door update: Neeley will donate steel doors & labor and pull permits to make ADA compliant. County should allow us exemption from full compliance due to hardship. Issue letter authorizing Neeley (as contractor) and Schrepfer (as district representative) to pull permits; Motion Leary, 2nd Mead, to accept. Passed unanimously.

7. NEW BUSINESS

A. Manager & office Assistant job descriptions and salaries: tabled.

B. Manager & Office Assistant job listings: tabled.

C. Grand Jury Report: tabled.

D. Dennis Audit: tabled.

E. 2013-2014 Budget: draft distributed; action tabled.

F. Price increases: draft distributed, action tabled.

G. Handicapped parking & accommodations: tabled.

H. Public Information Request Fees: Can and should bill requestors for postage, copying and labor involved. One requestor's demands are becoming unreasonable; consult county counsel to send this person a letter.

9. AUDIENCE COMMENTS: none.

10. BOARD COMMENTS AND FUTURE AGENDA ITEMS:

- a. Add "Trustee Comments" to future agendas
- b. Babyland planning
- c. "For Profit" businesses on cemetery property (Memorial Day)
- d. Map back section
- e. Accept websites
- f. Policy/protocol on funeral home payments & permits

Meeting adjourned 9:35 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary