

SOUTH KERN CEMETERY DISTRICT/ARVIN
MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES HELD
AT THE ARVIN LIBRARY AT 5:30 P.M.
June 19th, 2012

Trustees Present: Faye Holbert; Chandra Mead; Cynthia Thome; Manuel Pantoja and
Mark Vandborg

Trustees Absent: None

Also Present: Lisa Wood; Farrell Neeley; Dan Berry

1. The meeting was called to order at 5:30 PM by Mark Vandborg, President

2. **Audience Comments:** None

3. **Approval of Minutes:** In item #2, Audience Comments, correction needed to change “concrete wall” to doors, for the bathroom. In Item #7, New Business 2nd paragraph, correct biannual review to biennial review. Faye Holbert made motion, seconded by Manuel Pantoja to approve the corrected minutes of a Regular Meeting held May 15, 2012. Motion passed with 5 ayes and 0 nays.

4. **Approval of Bills:** Voucher Registers #58-#63 were presented for acknowledgement and payment approval by the trustees, with Voucher # 67 presented without being on agenda as it was prepared after agenda completed and is for needed Petty Cash for office. Manuel Pantoja made motion, seconded by Cynthia Thome to approve registers # 58-#63, then after further review, Cynthia Thome rescinded her second, to make motion to approve Vouchers #58-#63 and # 67. This second motion was seconded by Manuel Pantoja. Motion passed with 5 ayes and 0 nays.

5. **Administrative Reports:** Faye Holbert requested that the 7 items that on the Accounts Receivable report that have balances less than \$10.00 be written off. Farrell Neeley has asked for details of a Year to Date figure on the Morgan Stanley statement in the amount of \$ 3,411.77. Management to report on this at the July 17th Board Meeting.

6. **Old Business:**

* Equipment recommendations shared with board. Options are as follows:

New Equipment Purchase Option –	\$ 65,000.00 - \$66,000.00
Used Equipment Purchase Option -	\$ 32,500.00 – \$38,000.00
Repair Equipment Option -	\$ 30,780.00
Lease Equipment Option -	\$ 700.00 – \$800.00 per month
Donated Equipment Option -	1992 JCB Backhoe from Taft Cemetery

Lease with option to buy option favored overall, with Pioneer Equipment for \$700.00 per month. More details to be reported at July 17th meeting on what maintenance if any is provided with the equipment lease. Buy out option at end of lease for \$28,479.00. Old backhoe to be sold or if possible use it as a trade in on the lease of new backhoe with Pioneer Equipment. Also, manager is to look into option of having a loaner option in the event of a breakdown of the leased backhoe.

7. New Business:

- A. Dan Berry with Golden State Risk Management presented what benefits we could have by joining a company that specializes in insurance and risk management for small to medium size public entities. Proposals were presented for Worker's Compensation and Liability/Property package coverage. These were compared with the renewing rates we were given from BB&T Insurance. Chandra Meade made motion, seconded by Cynthia Thome and it was decided that we would place Worker's Compensation and our PL&PD coverage with Golden State Risk Authority for an annual premium of \$ 14,400 for both, compared with \$ 17,658.00 with BB&T. Motion was passed with 5 ayes and 0 nays.
- B. Mark Vandborg has turned in his resignation from the board, effective 7/1/12.
- C. Discussion on the Preliminary Budget is deferred to a Special Meeting set for Tuesday, July 10th, 2012 due to fact that a pending price increase that is included in the budget, was not on the agenda. At that special meeting, closed session will be held for the employee evaluations as they pertain to the proposed salaries.
- D. Heat Stress policy presented for approval. Cynthia Thome made motion, seconded by Chandra Mead to approve Resolution 2012-3 for the Heat Stress policy. Motion passed with 5 ayes and 0 nays.
- E. Ideas for Columbarium Niche Wall presented. Mr. Jim Hicks offered to pay for first 10 niches to help us get started which would cost around \$4,680.00, but has requested that as we sell pre-need niches, to reimburse him for 8 of the 10 he pays for. He would keep the other 2 for himself. We talked about an option to build as we go. A 56 niche wall would cost around \$ 21,337 - \$ 25,033. Location needs to be examined more closely.

8. Closed Session: None . Evaluations deferred to Special Meeting on 7/10/12

9. Audience Comments: None

10. Board Comments or Future Agenda Items:

There being no further business to come before the board at this Regular Meeting, motion was made by Manuel Pantoja, seconded by Cynthia Thome and passed with 4 ayes and 0 nays that the meeting be adjourned at 7:02 PM.

Respectfully Submitted,

Lisa F. Wood, Manager

Mark Vandborg, President