

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 AUGUST 20, 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 5:32 p.m. by Chairperson Nicholson-Thome.

2. **AUDIENCE COMMENTS:** none

3. **TRUSTEE COMMENTS:** Neeley reported that electric wiring upgrade begins next week; pumps in Sept./Oct. Neeley motioned, Mead seconded to table 8 items. Passed unanimously.

4. **APPROVAL OF MINUTES:** Motion by Pantoja to approve the minutes of the regular meeting held June 18, 2013, the special meeting held July 2, 2013 and the regular meeting held July 23, 2013, second by Neeley. Passed unanimously.

5. **APPROVAL OF BILLS:** Motion to approve Vouchers #128 & 129 by Mead, second by Neeley. Passed unanimously. Motion to approve Voucher #130 by Leary, second by Pantoja. Passed; 4 ayes & 1 abstention.

6. **ADMINISTRATIVE REPORTS:** A/R Aging Summary - all accounts over 365 days are now sent a monthly bill. Need to send Cuervas a certified letter demanding payoff of \$836.32, and execution of new contract for remaining lots.

7. OLD BUSINESS

A. **Preparation of March 19, 2013 minutes:** county recording of meeting resurrected. Secretary will review and compile.

B. **Columbarium Phase 2 walkway:** tabled.

C. **Employee Manual rewrite:** tabled.

D. **Major equipment purchase/repair:**

Water System report: Survey down well can't be done until late September/early Oct. Still looking for tank. Motion by Neeley, second by Pantoja to budget a maximum of \$10,000 for tank & delivery. Passed unanimously. Need more space in yard for most tanks. Motion by Neeley, second Mead to preserve current east side parking area for expanding maintenance yard. Passed unanimously. Bathroom/office line located, but not yet set up as separate system. Need to add check valve to water system. Neeley & Foreman will write specs for pump bids.

E. **Grievance Policy & Procedures:** tabled.

F. **Contingency Plans:** tabled

G. **Advertising:** Need to decal district truck and print general business cards. Allow \$3000 annual budget for advertising. Suggested that we create Facebook page for advertising.

H. **Bathroom door update:** tabled

I. **Job Descriptions and Salaries:** Neeley working on draft to be finalized at next meeting.

J. **Job Listings:** tabled.

K. **Audit:** Foreman researching options such as Golden State Risk Management.

L. **Land lease agreement:** Have county counsel look over draft of letter to lessee before sending.

M. **2013-14 Budget:** hold special meeting August 27 to finalize.

N. **Babyland planning:** tabled.

O. **Security System upgrade:** important to add lights especially to new yard area/tank; perhaps tracking lights.

P. **Handicapped accommodations:** 4 seat golf cart - need bids, solicit donations.

Q. **Forensic bookkeeper/accountant to go over books:** bring names/information to next meeting.

8. NEW BUSINESS

A. Procedure to guard against double sales: Foreman & Office Assistant will look into software. Meanwhile O.A. has all sales on spreadsheet which is checked against all paper records. Also now procedure to probe lots on all new sales.

B. Cal PERS: Soonest & closest training for office staff in Orange Co. Sept. 11-13. Also consult other cemetery districts and Golden State Risk Management.

C . Septic system: fixed.

D. Computer upgrade/repair: Both cleaned up. Memory & security software added. Should probably replace desktop after December. Need to buy 2 terabyte backup drive. In order to pay for updates and online monthly fees, need to set up VISA account with Bank of America. Motion by Neeley, second Pantoja, to set up VISA account with \$500/transaction, \$2000 maximum limit. Passed unanimously.

E. Nepotism policy: tabled.

F. Correct payment of overtime: It has come to the attention of office staff that overtime was not recorded correctly as time & a half, from some unknown time in the past. Office Assistant worked from records available in 2011 forward to the present: from which she derived 28 hours are due to the Foreman and 18 hours to the Office Assistant. Leary motioned, Neeley seconded, to submit corrected times for both employees. Passed unanimously.

9. **CLOSED SESSION:** none

10. **AUDIENCE COMMENTS:** none.

11. **BOARD COMMENTS AND FUTURE AGENDA ITEMS:** Special meeting August 27: budget, job descriptions and postings, Temporary increase or bonus for Office Assistant.

12. Meeting adjourned 9:35 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary