

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 OCTOBER 22, 2013

Trustees Present: Cynthia Nicholson-Thome, Linda Leary, Manuel Pantoja, Chandra Sargent Mead, Farrell Neeley.
Also present: Interim Manager/Foreman Steven Schrepfer, Office Assistant Ana Reyes.

1. The meeting was called to order at 5:31 p.m. by Chairperson Nicholson-Thome.

2. **AUDIENCE COMMENTS:** none

3. **TRUSTEE COMMENTS:** Neeley read email from Co. Health Dept. requesting price list. Neeley motioned, Leary seconded to table items #7.g.h.k.j.l.m.o.p.q. Passed unanimously. Mead requested that item "8.b." be added to New Business - Resolution to pay board mileage without individual monthly vote.

4. **APPROVAL OF MINUTES:** Motion by Neeley to approve the minutes of the regular meeting held September 17, 2013, second by Pantoja. Passed unanimously.

5. **APPROVAL OF BILLS:** Motion to approve Vouchers #135 by Mead, second by Leary. Passed unanimously. Motion to approve Voucher #138 (final Ameripride bill) by Leary, second by Mead. Passed unanimously.

6. **ADMINISTRATIVE REPORTS:** A/G Aging Summary report: Cuervas will forfeit one lot and pay balance on 3 lots (\$261.32 (includes 10% late fee). Navarro wants to forfeit one lot and pay 75.00 (82.50 with late fee) on lot retained. Neeley motioned, Mead 2nded to accept release of interest in one lot, and \$82.50 from Navarro as payment in full. Passed unanimously.

7. OLD BUSINESS:

A. Sheldon Associates Forensic bookkeeper/accountant report: including by not limited to: computers need updating; add cloud server; purchase tablet for plot mapping to sync with Excel spreadsheet; scan all contracts and plots; general ledger and fixed assets schedule need extensive work; establish/rewrite employee manual, operating procedures, health & safety manual, cash handling/petty cash policy/procedures. Sheldon was asked to bring 6 month estimate of time/cost of continued work to next meeting.

B. Purchase of second lowering device: purchased for \$6370- delivery in mid November; seller has offered to do maintenance in exchange for surplus parts.

C. Major equipment purchase/repair: electric system: need larger panel eventually (need to start permit process with PG&E); install relay in the meantime for demand. Neeley volunteered to donate materials and, with help from staff, run new conduit & wire where it's old & melted. Water system: received bid of \$76,000 from Hydrotech; awaiting bid from South Valley. Neeley suggested use of poly. holding tank with pressure tank to get by for 3-5 years.

D. Report on phones, landline and mobile: Need to purchase landline phones capable of multiple lines; add inside wire service with AT&T, possibly rewire. Neeley motioned, Pantoja 2nded. Passed unanimously.

E. Bank of America credit card status: application made in the cemetery's name with \$2500 credit limit and Steve Schrepfer as the user. Uncertain what daily limit was approved.

F. Advertising to promote cemetery: Motion by Neeley, 2nd by Pantoja to authorize Int. D.Mgr. to purchase 2 A-frame signs for display in front of property, for "office open" and "today's services" information in English & Spanish. Passed unanimously. The State office from Fresno will come out to assess signage situation on Bear Mtn. Rd. Neeley will check into public service announcements on radio stations.

G. Bathroom door update: tabled.

H. Babyland planning: tabled.

I. Handicapped accommodations-utility/golf cart: various info on prices presented. Consensus to table until May 2014 under next budget year items.

J. Security System upgrade: gang activity on increase; Sheriff Dept. recommended that we close the grounds when the office closes, and install an intercom at the gate to buzz people in and a keypad for emergency services access. Board concurred that their suggestion is not workable. Discussed giving emerg. svcs. access via a rolling manual gate. Also suggested that we split the groundsman's days up so that one has Friday/Saturday off and the other has Sunday/Monday off for greater visibility on the weekends. Neeley installing lights on exterior.

K. Columbarium Phase 2 walkway: tabled

L. Audit: tabled.

M. Nepotism policy: tabled

N. Access to ethics training course: there is a CSDA webinar that costs money. Neeley will check with Clerk of the Board for password.

O. Contingency Plans: tabled

P. Grievance Policy & Procedures: tabled.

Q. Employee Manual rewrite: tabled.

R. Office PC status: it is old & needs updating. Motion by Mead, 2nd by Neeley to purchase 2 new desktops for a total maximum cost of \$1200. Passed unanimously.

8. NEW BUSINESS:

A. Quick Books: Motion by Leary, 2nd by Neeley to purchase Quick Books Premier Accountant plus \$150 conversion software. Passed unanimously.

B. Standing resolution to approve board mileage without individual vote for the rest of the fiscal year (through June 2014); Motion by Neeley, 2nd by Pantoja. Passed unanimously.

9. CLOSED SESSION: tabled until next meeting

10. AUDIENCE COMMENTS: none

11. BOARD COMMENTS AND FUTURE AGENDA ITEMS: Mead approached Tejon Mountain Village about including a cemetery or columbarium in their plans.

12. Meeting adjourned 10:15 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary