

SOUTH KERN CEMETERY DISTRICT MINUTES OF THE SPECIAL MEETING

OF THE BOARD OF TRUSTEES HELD AT THE ARVIN LIBRARY AT 4:00 P.M. ON DECEMBER 3, 2013

Trustees Present: Linda Leary, Manuel Pantoja, Chandra Sargent Mead, Farrell Neeley, Cynthia Nicholson-Thome
Trustees Absent: none

1. The meeting was called to order at 4:01 p.m. by Chairperson Nicholson-Thome.
2. **Closed Session:** to interview job applicants.
3. **Reconvene in Open Session** at 7:40 p.m. Report out: continue interviews at next regular meeting on December 17th.
4. **Public Comments:** none
5. **Trustee Comments:** Neeley would like to form Standing Committees (such as Finance, Personnel-job descriptions, salary surveys, employee manual; Policies & Procedures, etc.) at next meeting.
6. **a. Sheldon & Associates - further services:** S & A rejected our offer (based on motion passed at 11/19/13 meeting) by countering our proposal with a request for mileage expenses on top of \$12,500 cap. We need to get a complete and specific description of services (such as general ledger: assign account numbers, create double ledger system; reconcile monthly reports with general ledger; complete info on fixed assets, etc.). We then need to get comparable bids from other Quick Books qualified bookkeepers based on that description.

b. Major equipment: Water system: Neeley motioned, Mead seconded to adopt Resolution #2013-12 to use pre-need funds & transfer \$32,187.13 into Special Projects fund for new pressure tank, to repair the well and associated other maintenance for the well system. Passed unanimously. Total cost of tank amounted to \$23,354.38, of which \$7778.64 needs to be paid to Tiger Tanks as a down payment.
Electric system: Power loss on Fri. /Sat. (11/29 & 30) due to melted overhead wire. On Mon. Dec. 2, PG&E repaired line.
5. **Audience Comments:** none.
6. **Board Comments and future agenda items:** none
7. Adjourned 9:20 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary