

# Artesia Cemetery District

Meeting Location: 11142 Artesia Blvd., Cerritos, CA 90703

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

### AGENDA

Thursday, August 13, 2020

4:00 P.M

**1. CALL TO ORDER**

Meeting was called to order by Chair Wada at 4:00 p.m.

**2. ROLL CALL**

**Present:** Trustee Gonzalez, Trustee Palhinha, Trustee Laughlin, and Chair Wada

**Teleconference:** Vice Chair Stewart

**3. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Trustee Palhinha.

**4. AGENDA**

Trustee Gonzalez motioned to approve the agenda. Seconded by Trustee Laughlin.

**Unanimous approval**

**5. PUBLIC COMMENT**

None

**6. CLOSED SESSION**

*Chair Wada read the following to be discussed at Closed Session:*

Conference with General Legal Counsel

Anticipated Litigation: Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9: (One potential case)

Facts and Circumstances to be Announced at Meeting prior to Recessing into Closed Session

Trustee Palhinha motioned to enter Closed Session. Seconded by Trustee Laughlin

**Unanimous approval**

Board Members entered Closed Session at 4:02 p.m.

**7. CLOSED SESSION ANNOUNCEMENTS**

Board Members returned from Closed Session at 4:57 p.m.

A subcommittee composed of Trustee Mike Laughlin and Trustee Linda Gonzalez has been formed to work with the General Manager on group plot purchases.

**8. GENERAL MANAGER'S REPORT**

**A. ACD UPDATE**

General Manager informed Board Members that the lowering device refund had been received and has purchased a new lowering device from a reputable company. SDRMA offers free trainings for staff. Signage has been slightly modified and ordered. Staff is monitoring dry spots. All trees were planted; one broke but was replaced. Special Districts who signed on to section 218 in 1954 must pay \$50 per employee to the CalPERS' Administrator Program in which ACD paid \$200. Supervisor Hahn has been invited to the Dedication/Open House on Saturday, September 26, 2020; depending on Covid regulations, event may be intimate or open to the public.

Approved: Sept. 10, 2020

## B. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager stated that Covid warning signs have been placed around the cemetery; we did not qualify for FEMA grant.

Chair Wada requested further information on Rosewood Park Lease; and provided an overview of the “Capilla” and policy customer case.

Trustee Gonzalez requested to know why they (decedents) needed to have a headstone.

Trustee Palhinha requested to know if the General Manager is finding graves that are supposed to have a marker that were previously sold, (people) received the money, and all of a sudden we are in a “hole” for \$900,000.00; requested to know when the Board will know the status of the money. Thinks that it is time that a ‘note’ is written to the Supervisor’s office to inform them that the Board is looking forward to a resolution of the situation, would like the money returned, and to inform the Supervisor that there are plots that had been sold, people were buried but the money is not noted, somebody kept the money. Board wants to do the best for the cemetery and the situation. Stated that the Supervisor should be informed that the issue is discussed at every meeting and requested to know when will the ACD receive the money. Requested to know if there was information on the construction company.

## C. FINANCE/TREASURER’S REPORT

Paul Kaymark, Financial Consultant, reviewed the Dashboard with Board Members.

General Manager provided a Check Detail and ACD Credit Card charges for the month of July 2020.

Chair Wada praised Trustee Laughlin on his finance recommendation.

Trustee Laughlin motioned to receive and file the General Manager’s Finance Report. Seconded by Vice Chair Stewart. **Unanimous approval**

## D. CONSENT ITEMS

### A. MINUTES: July 9, 2020 Regular Board Meeting Minutes

Trustee Mike Laughlin motioned to approve the Minutes of July 9, 2020 Regular Board Meeting.

Seconded by Trustee Palhinha. Vice Chair Stewart Abstained. **Vote: Yes: 4 No: 0 Abstention: 1**

## E. ACTION ITEMS

### A. UPDATED RULES AND REGULATIONS

General Manager recommended that the Board of Trustees review rules and regulations and bring back to the next Regular Meeting of the Board of Trustees. This will give the attorney the opportunity to separate potential Ordinances and Resolutions for the BoT’s review and consideration at the next Regular Board of Trustee Meeting. Ordinances will need a first and second reading.

Trustee Palhinha motioned to bring back the Item 10E Updated Rules and Regulations for consideration to the next Regular Board of Trustees Meeting. Seconded by Vice Chair Stewart.

**Unanimous approval**

### B. RESOLUTION 2020-017 APPROVING AND ADOPTING A DOUBLE DEPTH BURIAL INTERMENT POLICY

General Manager reviewed justification(s) for Double Depth Burials, equipment needed, and fees.

Trustee Gonzalez requested clarification on plot purchase.

Trustee Palhinha requested clarification on the people interred in the same plot.

Trustee Laughlin requested clarification on double burial marker setting fee and whether single graves will be sold in the future.

Trustee Laughlin motioned to approve Resolution 2020-017 Approving and Adopting a Double Depth Burial Interment Policy. Seconded by Trustee Palhinha.

**Roll Call Vote: Yes: 3 No: 2 Abstention: 0**

C. RESOLUTION 2020-018 APPROVING AND ADOPTING A PRE-NEED PURCHASE POLICY

Trustee Laughlin requested a correction on page 5 number 22.

Vice Chair Stewart motioned to approve Resolution 2020-018 Approving and Adopting a Pre-Need Purchase Policy. Seconded by Trustee Palhinha.

**Roll Call Vote: Yes: 5 No: 0 Abstention: 0**

D. RESOLUTION 2020-019 APPROVING GENERAL MANAGER DISCRETIONARY SPENDING AUTHORITY UP TO \$5,000

Trustee Palhinha motioned to approve Resolution 2020-019 Approving General Manager Discretionary Spending Authority Up to \$5,000. Seconded by Vice Chair Stewart.

**Roll Call Vote: Yes: 5 No: 0 Abstention: 0**

E. RESOLUTION 2020-020 APPROVING AND ADOPTING AN ELIGIBLE NON-RESIDENT POLICY

Trustee Palhinha requested to know what the ACD could do for Veterans. Vice Chair provided suggestions on a Hardship Policy.

Trustee Laughlin motioned to approve Resolution 2020-020 Approving and Adopting an Eligible Non-Resident Policy. Seconded by Vice Chair Stewart.

**Roll Call Vote: Yes: 4 No: 1 Abstention: 0**

F. RESOLUTION 2020-021 APPROVING AND ADOPTING A REFUND POLICY

Board Members agreed that further discussion and a defined refund amount is needed in the Resolution/Policy.

Vice Chair Stewart exited the meeting at 6:56 p.m.

Trustee Gonzalez motioned to continue Resolution 2020-021 Approving and Adopting a Refund Policy for further discussion and to consider placing a \$750 cap as a maximum refund for anyone who would like to return their property to the next Regular Board of Trustee Meeting. Seconded by Trustee Palhinha

**Roll Call Vote: Yes: 4 No: 0 Abstention: 0 Absent: 1**

G. BOARD COMMENTS

Trustee Gonzalez's questions were answered, therefore, did not have any comments.

Trustee Palhinha told everyone to be careful and to pay attention to the news. Stated that Trustee Laughlin was a great addition to the Board; is very smart with his opinions and likes his opinions. Thanked Chair Wada for doing an outstanding job and told him that it was an honor to have him as Chairman. Praised General Manager Mendoza and asked, "What would we do without him? Tony is so accurate and is nice." He also mentioned that when talking about Tony he is also talking about Ana.

Trustee Laughlin did not have any comments.

Approved: Sept. 10, 2020

Chair Wada thanked Trustee Gonzalez and Trustee Laughlin for volunteering to serve on the sub-committee. Stated that it is a complicated task that they will be looking at, and appreciates the effort and time that they are going to spend on it; thinks it is important in terms of the future direction of the cemetery and their recommendation and input to the rest of the Board will be valued. Chair Wada also mentioned that the attorney had indicated in the past that we (ACD) are still in our infancy regarding the policies and procedures that need to be in place compared to other public cemetery districts; at each meeting there are resolutions and policies that they (Board) may need to contemplate and approve; it is going to cost attorney time and fees but it is necessary to continue to move forward. Chair Wada also congratulated the Board because they have had some rich discussions on some complicated topics; they do not always agree on everything but that is ok. Everybody brings some very insightful thoughts to the table so that the Board can make the best decisions and support the General Manager. Entertained a motion to adjourn the meeting.

Trustee Gonzalez motioned to adjourn the meeting the next Regular Meeting of the Board of Trustees on Thursday, September 10, 2020 at 4:00 p.m. Seconded by Trustee Palhinha.

**Vote: Yes: 4      No: 0      Abstention: 0      Absent: 1**

Chair Wada adjourned the meeting at 7:01 p.m. to the next Regular Meeting of the Board of Trustees on Thursday, September 10, 2020 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd., Cerritos, CA 90703.