

Artesia Cemetery District

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

Board of Trustees

Trustee Rene Treviño

Chair Lynda Johnson

Trustee Linda Gonzalez

District Manager

Antonio Mendoza

SPECIAL MEETING OF THE BOARD OF TRUSTEES

MINUTES

Tuesday, July 16, 2019

12:30 P.M.

CALL TO ORDER: Meeting was called to order at 12:33 p.m.

ROLL CALL: **Present:** Chair Johnson and Trustee Treviño **Absent:** Trustee Gonzalez

PUBLIC COMMENTS: No public comments

ITEM: Update on ACD Remodel: Presentation and Discussion by Pro Builders contractors

Contractor gave an update on the City of Cerritos approvals. Contractor indicated that the City of Cerritos wants nothing to do with the ACD plans. The City of Cerritos referred all approvals to the LA County of Public Works (Joshua). Delivery of such plans are pending via electronic/courier. The contractor estimates the county fees could potentially be \$3,000, but not sure. Contractor is hoping the fees will be waived by the county.

Contractor also gave an update on the status of the tree work. The contractor stated that the City of Cerritos will not allow removal of trees, except one dead tree that is on site. He also mentioned that in an effort to save money, trimming the trees would be considerably inexpensive compared to removing nine trees.

The contractor distributed a folder containing a copy of the contract that was colored coded to show the progress of the work that is being completed at the cemetery. In addition, the Contractor submitted four invoices (Invoices No.:1064, 1068, 1071, 1076) for work that the Contractor performed that were not a part of the original contract. DM Mendoza asked why the invoices were not given to him prior to the meeting. The Contractor replied, "You have them now."

The Contractor suggested to the board that they reduce the cost of the tree trimming budget in order to pay for the newly submitted invoices. He also stated that he was willing to waive invoice 1076 (Plan Check and Construction Docs) if the district agreed to pay the other three invoices with the savings created by reducing the Tree Trimming Budget. The Contractor said that the Tree Trimming Budget is currently \$15,000 but would be reduced to \$9,000.

DM Mendoza asked how the Cemetery District would know if the Contractor has gone over budget without the Contractor providing proof of receipts. Contractor stated that he did not have to show receipts. DM Mendoza questioned whether the Contractor's profit would exceed the \$30,000 that was stated in the contract.

Contractor stated that he had to create plans which is the reason there were delays with the project, but that the project would be completed by the Grand Re-Opening in September 2019. Board Chair Johnson stated that this project could have been done by County Contractors, but the Board of Trustees wanted the project completed by Memorial Day, May 2019. She also stated that the Chief of Staff is concerned, he has asked several times about the project, and wants it complete. Chair Johnson would like the project completed a few weeks before September 2019 and acknowledged the Contractor for waiving invoice 1076.

Trustee Treviño asked if the \$9,000 left will be used to trim the front trees. Contractor said, "Yes".

Contractor suggested, as another cost saving measure, not to saw-cut a door for the public restroom. The approximate savings of \$1,200 could be utilized towards the tree trimming budget that was previously reduced. DM Mendoza stated that due to security reasons and confidentiality purposes, he urged that the public restroom plans remain as previously agreed upon and allow the door to open from the outside.

Contractor continued his presentation and stated that there were a few remaining items that needed to be completed on the exterior such as, anti-graffiti painting, rain gutters, and replacement of all exterior doors.

Board Chair Johnson and Trustee Treviño agreed to these changes. Changes to the contract discussed will be adopted at the next Regular Board of Trustees Meeting on Thursday, August 8, 2019.

ADJOURNMENT

Meeting was adjourned at 1:03 p.m.