

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

**AGENDA**  
**Thursday, January 14, 2021**

**4:00 P.M**

**TELECONFERENCED MEETING**

**(Conducted Pursuant to Governor Executive Order N-29-20)**

**1. CALL TO ORDER**

Chair Wada called the meeting to order at 4:04 p.m.

**2. ROLL CALL**

All Board Members present via teleconference.

**3. PLEDGE OF ALLEGIANCE**

Trustee Palhinha led the Pledge of Allegiance.

**4. AGENDA**

Trustee Gonzalez motioned to approve the agenda. Trustee Palhinha seconded.

**Unanimous approval.**

**5. PUBLIC COMMENT**

No public comments.

**6. GENERAL MANAGER'S REPORT**

**A. FINANCE/TREASURER'S REPORT**

Paul Kaymark, Financial Consultant, reviewed the December 2020 financial report; December 10<sup>th</sup> property tax money has come in. ACD received about \$71,000 from LA county. Last year, \$54,000 was deposited into the account. ACD has brought in more (funds) than expected; ACD is at 114% overall for the year.

General Manager Mendoza informed the Board of Trustees that once the investigation on the Endowment debt is complete, he will propose a plan to pay off the debt.

Chair Wada congratulated General Manager Mendoza for looking into the future, for planning, and for being prepared.

Vice Chair Stewart stated that everything looks great.

Trustee Laughlin motioned to approve the December 2020 Financial Report. Vice Chair Stewart seconded.

**Unanimous approval.**

## B. ACD UPDATE

General Manager Mendoza informed the Board that the ACD has had another busy month. Mortuaries are back logged; they do not have the refrigeration to keep individuals. Mortuaries are turning people away, however, ACD has capacity. In 2019, ACD reported 70 burials. In 2020, ACD reached 90 burials. General Manger Mendoza purchased equipment that helps with installing uprights; he spoke to the Auditor and the Auditor hopes to have audit report ready by next Board meeting.

Paul will be present during the Auditor's presentation. Auditor's report may be presented at a separate BoT meeting.

ACD could sell memorial benches but cannot sell memorial benches that could hold cremations inside. Item will be discussed at the next BoT meeting.

ACD is working with two public cemeteries near the ACD that are going to try to pass resolutions that could expand their map.

## C. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza attended SDRMA COVID-19 Webinars; reviewed Covid updates and reason(s) behind Resolution 2021-004 Extending the Local State of Emergency and Certain Emergency Measures Related to the State and National Declarations of Emergency Related to the COVID-19 Pandemic.

Chair Wada requested clarification on Form 700.

If Board Members chooses to complete the Form 700 on-line, they print a copy for the General Manager. If Board Members chooses to print it out the General Manager will print it for the Board Member and Board Members will sign and General Manager will send it in.

Trustee Palhinha motioned to adopt Resolution 2021-004 Approving, Ratifying, and/or Extending the Local State of Emergency and Certain Emergency Measures Related to the State and National Declarations of Emergency Related to the COVID-19 Pandemic. Seconded by Vice Chair Stewart.

Roll Call Vote:    Yes: 5            No: 0            Abstention: 0            Absent: 0  
**Unanimous approval.**

## 7. CONSENT ITEMS

### A. MINUTES: December 10, 2020 Regular Board Meeting Minutes

Trustee Gonzalez motioned to approve the Minutes of the December 10, 2020 Regular Board of Trustee Meeting. Trustee Laughlin seconded. **Unanimous approval.**

## 8. ACTION ITEMS

### A. RESOLUTION 2021-001 EMPLOYEE INCENTIVE PAY PROGRAM

General Manager Mendoza provided justifications for bringing Resolution 2021-001 Employee Incentive Pay Program to the Board.

Trustee Gonzalez requested clarification on the Employee Incentive Pay Program.

Trustee Laughlin recommended that it be put in writing that staff will receive the incentive only if the ACD has reached its sales monetary goal and if the cemetery has enough funds, over budget.

Trustee Gonzalez requested to know if any other cemeteries do that. Where did the \$250 come from? How would the part time employee fall in that category?

Trustee Palhinha motioned to adopt Resolution 2021-001 Employee Incentive Pay Program. Vice Chair Stewart seconded.

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

**Motion Passes.**

B. STRATEGIC PLAN PROPOSAL FOR THE ACD

C.

General Mendoza provided the Board of Trustees information on the Strategic Plan Proposal for the ACD.

A sales representative from Clark & Green Associates was available to answer questions from the Board.

Trustee Laughlin asked if there was a way to expand the width of the driveway.

Trustee Palhinha agreed with Trustee Laughlin that the street is too narrow.

Vice Chair Stewart agreed with Trustee Laughlin that the width of the driveway needs expanding, and it is worth to give it a shot to expand.

Chair Wada thinks it is better to meet in person with a moderator and a chart; Requested the General Manager's opinion.

Trustee Gonzalez agreed with General Manager Mendoza's suggestions to meet outside, have a walking tour with the representative, and social distance so that everyone is safe.

Trustee Laughlin motioned to approve the Strategic Plan Proposal with the guidance of the General Counsel. Trustee Palhinha seconded. **Unanimous approval.**

Chair Wada requested a roll call vote.

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

**Unanimous approval.**

D. RESOLUTION 2021-002 LAFCO TO INITIATE PROCEEDINGS FOR CHANGE OF ORGANIZATION/REORGANIZATION OF TERRITORY

General Manager Mendoza reviewed the purpose for LAFCO and the reasons behind increasing the ACD's sphere of influence.

Chair Wada requested further clarification on the city of Bellflower.

Trustee Laughlin motioned to continue the discussion on Resolution 2021-002 LAFCO to Initiate Proceedings for Change of Organization/Reorganization of Territory to the next meeting of the Board of Trustees. Seconded by Vice Chair Stewart.

**Unanimous approval.**

E. RESOLUTION 2021-003 APPROVING AND ADOPTING THE FISCAL YEAR 2020-2021 MID-YEAR BUDGET ADJUSTMENTS

General Manager Mendoza reviewed the Mid-Year Budget with Board Members including the ACD's areas for need of improvement.

Trustee Palhinha motioned to adopt Resolution 2021-003 Approving and Adopting the Fiscal Year 2020-2021 Mid-Year Budget Adjustments. Vice Chair Stewart seconded. **Unanimous approval.**

Roll Call Vote:        Yes: 5            No: 0            Abstention: 0            Absent: 0  
**Unanimous approval.**

**9. BOARD COMMENTS**

Trustee Laughlin- no comments.

Trustee Palhinha- no comments.

Trustee Gonzalez- no comments.

Vice Chair Stewart- no comments.

Chair Wada is amazed on how the General Manager demonstrates great vision at each meeting. He stated that it would be so easy, with the level of income that is coming in, to just sit back and deal with the present. But at every meeting, the General Manager comes forward with extremely thoughtful vision and planning; all of this to the improvement of the cemetery. He congratulated the General Manager

Chair Wada is trying to make it a practice to visit the cemetery at least once a week but over the last month has been unable to do so on a regular basis, due to the COVID protocols that have been put into place. He apologized to the General Manager and Ana for not being there to be a sounding board.

Chair Wada also stated that the income surplus that has been referenced is due to the General Manager and Ana. He has observed them numerous times going to the counter and meeting with grieving people who come in with different needs. They listen carefully and map out a program that is appropriate for each client that comes in at their time of need. So, they are blessed to have Tony and Ana as their representatives and the face of the Cemetery District.

Trustee Gonzalez agreed with Chair Wada's remarks about his comments regarding the General Manager. She recently lost her father to COVID and the General Manager provided assistance. She thanked General Manager Mendoza

The Board of Trustees extended their condolences to Trustee Gonzalez.

Chair Wada adjourned the meeting to the next Meeting of the Regular Board of Trustees on Thursday, February 11, 2021 at 4 p.m. in Memory of Trustee Linda Gonzalez' father, Mr. Rafael Pineda.

Trustee Palhinha motioned to adjourn the meeting at 5:32p.m. to the next Meeting of the Regular Board of Trustees on Thursday, February 11, 2021 at 4 p.m. in memory of Trustee Linda Gonzalez' father, Mr. Rafael Pineda. Seconded by Vice Chair Stewart. **Unanimous approval.**