

**Artesia Cemetery District**  
**Meeting Location: 11142 Artesia Blvd., Cerritos, CA 90703**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**MINUTES**

**Thursday, April 9, 2020**

**1. CALL TO ORDER**

Chair Treviño called the meeting to order at 4:39 p.m.

**2. ROLL CALL**

All Board of Trustees were present via Teleconference.

**3. PLEDGE OF ALLEGIANCE**

Trustee Palhinha led the Pledge of Allegiance.

**4. INVOCATION**

Vice Chair Wada led the Invocation.

**5. AGENDA**

Vice Chair Wada tabled item 11B Two Signers on Checks and motioned to approve the agenda. Seconded by Trustee Palhinha. Roll call vote- Yes: 3 No: 2 **Approved**

**6. PUBLIC COMMENT**

No public comments.

**7. CLOSED SESSION**

Board Members entered Closed Session at 4:47 p.m.

**8. CLOSED SESSION ANNOUNCEMENTS**

Board Members returned from Closed Session at 5:21 p.m.

**Action(s):** No reportable actions.

**9. DISTRICT MANAGER'S REPORT**

**A. ACD UPDATE**

District Manager Mendoza will bring signage bids to the Board for approval; has applied for an ACD US Bank Visa card through the State of California; the ACD has qualified for a check scanner. Checks are now scanned in the office; provided an update on interim restrictive ACD COVID-19 practices.

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

District Manager Mendoza provided 5 financial reports; introduced Paul Kaymark, CPA, who has experience working with cemeteries and is familiar with Board reports. He will answer questions and will assist with QuickBooks; Paul gave an overview on areas that he has been working on with the District Manager; Board Members were given the opportunity to ask questions and/or provide comments.

Trustee Gonzalez motioned to receive and file the District Managers Finance Report. Vice Wada seconded. Unanimous approval.

## 1. CONSENT ITEMS

- A. MINUTES: March 12, 2020 Board of Trustees Regular Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve minutes of the Board of Trustee Regular Meeting of March 12, 2020.
- B. MINUTES: March 17, 2020 Board of Trustees Special Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve minutes of the Board of Trustee Special Meeting of March 17, 2020.
- C. MINUTES: March 20, 2020 Board of Trustees Emergency Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve minutes of the Board of Trustees Emergency Meeting of March 20, 2020.

Vice Chair Wada motioned to approve all Consent Items -Minutes for March 12<sup>th</sup>, 17<sup>th</sup>, and 20<sup>th</sup>, 2020. Trustee Palhinha seconded. **Unanimous approval**

## 2. ACTION ITEMS

- A. RESOLUTION 2020-008 ADOPTING DEFAULT PRENEED INSTALLMENT PLANS POLICY  
Vice Chair Wada motioned to approve Resolution 2020-008 Adopting Default Preneed Installment Plans Policy as amended. Trustee Stewart seconded. Vote: Yes 5 No 0  
**Unanimous approval**

- B. TWO SIGNERS ON CHECKS (**Tabled**)

- C. PROPOSED EVALUATION PROCESS FOR DISTRICT MANAGER  
Board Members received sample proposed Evaluation Forms; District Manager will provide a summary of what has been done this past year; Board will meet in Closed Session on May 7<sup>th</sup> to discuss the District Manager's evaluation; Board agreed to use the forms in their binders to complete.

Trustee Gonzalez motioned to accept the District Manager's recommended Evaluation Form, the format and timeline to be brought back for discussion for the Board on Thursday, May 7<sup>th</sup>, 2020 at 4 p.m. Trustee Palhinha seconded. **Unanimous approval**

- D. PROPOSED DISTRICT COUNSEL SELECTION PROCESS  
District Manager reviewed the proposed RFP; will receive a response by next Friday, April 17, 2020; proposed that the Board evaluate the forms on April 23<sup>rd</sup>, select the top two firms and schedule phone interviews for May 7<sup>th</sup>, 2020.

Trustee Stewart motioned to accept the District Managers recommendation with the Proposed District Counsel Selection Process. Trustee Stewart seconded. **Unanimous approval**

- E. COVID-19 FEDERAL FUNDING SUPPORT LETTER  
Vice Chair Wada motioned to approve the COVID-19 Federal Funding Support Letter. Trustee Palhinha seconded. **Unanimous approval**

## 3. BOARD COMMENTS

Trustee Palhinha is proud of all the Americans, all the doctors, nurses, police, fire fighters, paramedics, everybody. He sees all the sacrifices that they are going through at this moment; is very emotional about it and is going to pray for them; and asked everybody, all his colleagues to do the same.

Trustee Stewart thinks that it is awesome that everybody can take time and sit down and do this because of the difficulties; it is frustrating not to be able to see everyone; appreciates that we can still do this.

Trustee Gonzalez wants everybody to stay safe, make sure to protect yourself and your families; remember to put God first, your children and your families, eat healthy, wash your hands: informed the Board that

she and Chair Treviño have been delivering food to senior citizens in Artesia. A lot of them cannot leave their homes. She and Chair Treviño are picking up that challenge to deliver food to them. They are taking donations; they delivered food to 10- 12 families on Saturday, were gone all afternoon delivering food; asked to keep everyone in your prayers, especially she and Chair Treviño so that they can continue to do this.

Vice Chair Wada requested clarification with meeting dates on April 23<sup>rd</sup>, May 7<sup>th</sup>, and May 14<sup>th</sup>. Wished everyone well and to be safe; it is hard to be sequestered inside the house but must be done. All it takes is one person and the whole thing explodes again.

Chair Treviño thanked Ana for the work that she does and appreciates her working during this time, has not forgotten about her and appreciates her and all the staff especially during these times that are unprecedented; stated that sometimes meetings may be a little contentious; there are always five people that is what you call a democracy; please understand that when things are brought forward, they are brought forward for a reason; spent time over the last week speaking to other cemeteries about their finances and their processes; spoke to two accountants and will continue to do research outside of his two hours that he dedicates to a meeting; he takes it serious as everyone does; he does research on items on the agenda; calls and looks around because he has to make a vote that is going to affect tax payer dollars, constituents and the residents that live in the cemetery district; knows that if they would have had safety valves prior to their team, there would have probably been a different outcome; there is a lot of money that is gone. If we had two check signers back then, a lot of it would still be here; when he brings something to the table, he respects his colleagues, does not bring it for the fun of it or to waste time. He brings it because he felt it worthy enough to come back; Board is focused and respects the Board's opinion and vote; please be safe; thanked Trustee Gonzalez for always being out there with him, regarding everything that they do in the community; has been in the community 11 years and Trustee Gonzalez has always helped out with everything that he has ever asked; she asked him to help, have been out there for many years, and appreciates it; loves everyone on the Board; asked everyone to be safe, stay home; wash your hands, wear a mask, get some gloves, help each other by helping yourself it is perfectly fine to be selfish during these times because if you are selfish in taking care of yourself, you are taking care of everybody else.

Chair Treviño adjourned the meeting at 7:32 p.m. to the next Meeting of the Board of Trustees on Thursday, April 23<sup>rd</sup>, 2020 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703