

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, December 10, 2020

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 Laughlin 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. CLOSED SESSION

Chair Wada read the following:

- A. Conference with Legal Counsel
 - Potential Initiation of Litigation
 - Pursuant to Government Code Section 54956.9 (4): (One Potential Case)

Trustee Palhinha motioned to move to Closed Session. Trustee Gonzalez seconded.
Unanimous approval.

Board Members entered Closed Session at 4:06 p.m.
Board Members returned from Closed Session at 4:14 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

No reportable action.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

General Manager Mendoza informed the Board of Trustees that ACD sales are above normal. Believes that higher sales, At Need or Pre-Need, are due to Covid. ACD completed 70 burials at the end of November. Last year, ACD completed 70 burials in total. General Manager has 8 burials scheduled for December and thinks we may reach 90 by the end of December; Believes that it has to do with people coming back and staff doing a good job. Customers are seeing the difference and now are inquiring about purchasing property. Thinks it is positive.

Paul Kaymark, Financial Consultant, reviewed the November 2020 financial report. ACD has already met the budget for the entire year. Property Tax money will be coming in next month. ACD is in a good position. Discussed possible amount of funds that the district may receive in property taxes.

Based on possible amount of funds that the ACD may receive, Trustee Wada suggested that if the ACD is going to be substantially ahead financially, the General Manager may want to consider bringing to the Board some suggested one-time project(s) that would speed up the cemetery improvement plan that has been discussed in the past, perhaps paying off a long term debt that the ACD would not ordinarily be able to do which would reduce pressure on the budget in the future. Stated that other Board Members may have other suggestions.

General Manager Mendoza may schedule a Mid-Year Budget Review.

Trustee Palhinha agreed with Chair Wada's suggestion.

Trustee Laughlin reviewed statements and found no complaints.

Trustee Palhinha is very proud of Tony, Ana, and Chair Wada; Cemetery improvements can be seen and it's fantastic. Agrees with Chair Wada that monies can be used for second level improvement.

Trustee Gonzalez requested clarification on the amount that is owed to the Endowment.

Vice Chair Stewart stated that everything looks perfect and agreed to add to cemetery improvements.

Trustee Palhinha motioned to approve the Financial Report. Trustee Laughlin seconded.

Unanimous approval.

B. ATTORNEY INVOICE

General Manager Mendoza reviewed the June 2020 Attorney invoice with Board Members.

Trustee Laughlin motioned to accept and approve payment to Attorney. Trustee Palhinha seconded.
Unanimous approval.

C. ACD UPDATE

General Manager informed Board of Trustees that safety inspections have been done. Bungee cords have been placed in garage to keep everything from falling and safe; contacted fire department for site inspection; Due to Covid, they are not doing any safety inspections. Spoke to auditor and he stated that he should be done by the end of the month; We should have report by next month. General Manager is still looking for Strategic Plan vendors.

Trustee Wada requested to know if the ACD could receive a letter from the auditor or Paul that indicates that the ACD has cleaned things up and are on the right footing to share with vendors whose bridges have been burned.

General Manager will work on recreating relationships with vendors after Covid. He is working on a Memorial Bench Resolution to bring to the Board for approval. ACD is partnering with Little Lake Cemetery District and Downey Cemetery District to reformat maps. Partners have asked ACD to take the lead with application; This will accommodate families into the district.

D. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza informed Board Members that the teleconference is due to new orders by the County and the Governor, stricter regulations with people not coming into close contact, meetings, or reunions of any kind; To be on the safe side, the teleconference will be held this month and will see about next month.

Trustee Gonzalez requested clarification on the neighboring cemeteries to the district.

9. CONSENT ITEMS

- A. MINUTES: November 12, 2020 Regular Board Meeting Minutes
Trustee Laughlin motioned to approve the Minutes of the November 12, 2020 Regular Board Meeting. Trustee Gonzalez seconded. **Unanimous approval.**

10. ACTION ITEMS

A. ELECTION OF OFFICERS

General Manager Mendoza informed the Board of Trustees that the Election of Officers reorganizes every year in the month of December; Reviewed procedures and informed the Board that traditionally the General Manager is the Secretary of the Board so that he is able to carry out the Minutes and carryout all the other things that the Board needs to do as far as paperwork is concerned.

Trustee Gonzalez requested clarification on whether the Board could remain the same because they (Officers) only did 6 months.

Trustee Gonzalez motioned to keep the Board Officers the same for the year 2021. Trustee Palhinha seconded. **Unanimous approval.**

Roll Call Vote: Yes: 5 No: 0 Abstention: 0
Unanimous approval

B. RESOLUTION 2020-025 SURPLUS OF PERSONAL PROPERTY POLICY

General Manager Mendoza clarified the meaning and reason for the surplus of personal property policy.

Trustee Stewart motioned to approve Resolution 2020-025 Surplus of Personal Property Policy. Trustee Gonzalez seconded.

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

C. NEW PART TIME GROUNDSKEEPER POSITION

General Manager Mendoza justified the reason for opening a new part time position.

Trustee Gonzalez requested clarification on the part time position hours.

Trustee Gonzalez motioned to approve the new part time Groundskeeper position. Trustee Stewart seconded.

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

11. BOARD COMMENTS

Trustee Laughlin attended a funeral earlier this week and received a call from the lady who was kind of running it. He met her at other events. Laura runs the R & R Fallen. She had some issues on how it started and was going to send him an email with more details because she was on the road driving to Sacramento. She was unable to talk to him a lot about it. She did not send him the email so he was unable to bring concerns to the Board or to Tony. He will be talking to her later this weekend and will try to get her concerns. Will bring them to the Board at the next meeting.

Trustee Palhinha congratulated Chair Wada and Vice Chair Stewart for a job well done. He thanked the Board and General Manager for a job well done. His is proud of them.

Trustee Gonzalez wished everyone a nice holiday. Asked everyone to be safe and stay home if they possibly could.

Vice Chair Stewart thanked the Board for allowing her to stay as Vice Chair. Wished everyone a happy holiday. Agreed with Trustee Gonzalez to stay safe, to stay inside and to take care.

Chair Wada thanked the Board for their vote of confidence. He will try to do the best job that he could coordinating the meetings. He congratulated the General Manager for his forward thinking, not just with the topics that he's brought forward at this meeting, but in his explanation of some of the other business activity that the district has undergone and how he is looking at making it more efficient. He also congratulated the General Manager on his forethought about the part time Groundskeeper. He knows that one of the Groundskeepers was ill for several days and it put the burden on two people. Even in the midst of the business being so busy, he congratulated the staff for being able to meet the needs of the folks that have come to us. He wished everybody a very happy holiday and asked to be safe. Requested a motioned to adjourn the meeting to next Regular scheduled Meeting of the Board of Trustees which will be held on Thursday, January 7, 2021. Hopefully, it will be in person at the district office.

Trustee Gonzalez motioned to adjourn the meeting to next Regular scheduled Meeting of the Board of Trustees on Thursday, January 7, 2021. Trustee Osvaldo seconded. **Unanimous approval.**

Meeting was adjourned at 5:07 p.m.