

# Artesia Cemetery District

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

## MINUTES FOR THE FOR REGULAR MEETING OF THE BOARD OF TRUSTEES Thursday, June 11, 2020

**4:00 P.M**

1. **CALL TO ORDER** – Chair called the meeting to order at 4:01 p.m.

2. **ROLL CALL**

**Present at Cemetery Board Room:** Trustee Linda Gonzalez Chair Michael Wada

**Teleconference:** Trustee Osvaldo Palhinha Vice Chair Allison Stewart

3. **PLEDGE OF ALLEGIANCE**

Chair Mike Wada led the Pledge of Allegiance.

4. **AGENDA**

Trustee Gonzalez motioned to approve the Agenda. Trustee Palhinha seconded. **Unanimous approval**

5. **PUBLIC COMMENT**

Mr. Virgen requested a follow-up on the conclusion to his request.

Meeting continued to item 8b while Attorney Quintanilla sent Mr. Virgen’s response letter to the District Manager. Meeting was moved to item 9 Consent Items.

A five (5) minute recess was taken at 4:12 p.m.

Meeting was reconvened at 4:20 p.m.

Mr. Virgen received Attorney Quintanilla’s response letter.

6. **CLOSED SESSION**

Chair Wada read the following for discussion at Closed Session:

**CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957

District’s Designated Representative: Michael Wada, Chair

Unrepresented Employee: District Manager

Trustee Palhinha motioned to move into Closed Session. Vice Chair seconded. **Unanimous approval**

Board of Trustees entered Closed Session at 4:22 p.m.

Board of Trustees reconvened into Open Session at 4:31 p.m.

7. **CLOSED SESSION ANNOUNCEMENTS**

**No reportable action(s)**

8. **DISTRICT MANAGER’S REPORT**

A. **ACD UPDATE**

District Manager stated that we have been receiving positive comments; would like to replace trees; benches are brittle and need to be replaced; staff needs to receive compliance trainings; has been participating in webinars.

Chair Wada submitted the District Manager’s name for Small District Manager of the Year.

District Manager requested that the Board let him know if July or August is a good month to schedule the “Board of Trustees Retreat”; will add to the July agenda.

Approved: July 9, 2020

**B. COVID-19 PANDEMIC PROTECTIVE MEASURES**

District Manager submitted grant application to FEMA on June 1<sup>st</sup> and is waiting for a response. Funds will help recover some of the costs that have been incurred. New COVID -19 disclosure has been posted around the cemetery; there is still a limit of 20 people but may increase to 30 or 40 people depending on LA County guidelines; we continue to sanitize the office and restrooms.

District Manager is hoping to schedule an Open House in September and will invite the Supervisor.

**C. FINANCE/TREASURER's REPORT**

Paul Kaymark, CPA, Finance Consultant, provided an overview of the one-page Dashboard/Bank Balance sheet.

Trustee Palhinha motioned to approve the Finance Report. Trustee Stewart seconded. **Unanimous approval**

**9. CONSENT ITEMS**

A. MINUTES: May 18, 2020 Regular Board Meeting Minutes

B. MINUTES: May 29, 2020 Special Meeting Minutes

Trustee Gonzalez motioned to approve the Minutes of May 18, 2020 Regular Board Meeting and Minutes of May 29, 2020 Special Meeting. Vice Chair Stewart seconded. **Unanimous approval**

**10. ACTION ITEMS**

A. LEGAL SERVICES INVOICES

Vice Chair Stewart motioned to approve the outstanding legal services invoices. Trustee Palhinha seconded. **Unanimous approval**

B. RESOLUTION 2020-011 AUTHORIZING AND APPROVING CERTAIN BUDGET ADJUSTMENT TO FISCAL YEAR 2019-2020 BUDGET

Trustee Palhinha motioned to approve Resolution 2020-011 Authorizing and Approving Certain Budget Adjustment to Fiscal Year 2019-2020 Budget. Vice Chair Stewart seconded. Roll Call Vote: **Yes: 3 No: 1 Vote: 3-1**

C. DISTRICT MANAGER 2019-2020 EMPLOYMENT AGREEMENT

Trustee Palhinha motioned to approve the District Manager's 2019-2020 Employment Agreement. Vice Chair Stewart seconded. **Unanimous approval**

D. DISTRICT MANAGER 2020-2021 EMPLOYMENT AGREEMENT

Trustee Palhinha motioned to approve the District Manager's 2020-2021 Employment Agreement. Vice Chair Stewart seconded. **Unanimous approval**

E. RESOLUTION 2020-012 APPROVING AND ADOPTING the FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATIONS LIMIT

**Roll Call Vote: Yes: 4 No: 0 Unanimous approval**

F. ACD SIGNAGE PROPOSAL

Trustee Gonzalez motioned to approve the expenditure for the cemetery signage with Signs & Services for \$5,902, with recommended modifications. Vice Chair Stewart seconded. **Unanimous approval**

G. WORKERS' COMPENSATION - SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

RESOLUTION 2020-009 APPROVING MEMBERSHIP IN THE SDRMA'S JOINT POWERS AUTHORITY FOR WORKERS' COMPENSATION COVERAGE PROVIDED BY SDRMA

**Roll Call Vote: Yes: 4 No: 0 Unanimous approval**

- a. RESOLUTION 2020-010 APPROVING EXTENDING WORKERS' COMPENSATION INSURANCE COVERAGE TO TRUSTEES AND VOLUNTEERS

**Roll Call Vote: Yes: 4 No: 0 Unanimous approval**

H. SOCIAL MEDIA-WEBSITE DISCUSSION

District Manager provided information on Social Media procedures.

**11. BOARD COMMENTS**

Trustee Gonzalez: No comment

Trustee Palhinha: No comment

Vice Chair Stewart: No comment

Chair Wada congratulated the Board for going through a lengthy and complicated agenda in a little less than two hours and for their thoughtful comments and insight on complex issues. They have worked efficiently together.

**12. ADJOURNMENT**

Chair Wada adjourned the meeting of the Board of Trustees to Thursday, July 9, 2020 at 4 p.m. at the District Office located at the Artesia Cemetery District 11142 Artesia Blvd., Cerritos, CA 90703

Trustee Gonzalez requested to know what happened to all the audios on the website.

Chair Wada requested a motion to adjourn the meeting.

Trustee Palhinha motioned to adjourn the meeting. Trustee Gonzalez seconded. **Unanimous approval**

Meeting adjourned at 5:56 p.m.