

Artesia Cemetery District

Wednesday April 3, 2019
Field Office of Supervisor Janice Hahn
11911 Artesia Blvd., Suite 104A
Cerritos, CA 90703

MINUTES

CALL TO ORDER

The meeting was called to order at 3:07 p.m.

ROLL CALL

The following members of the Artesia Cemetery Board of Trustees were present:
Lynda Johnson and Rene Treviño,

APPROVAL OF AGENDA

Approve Agenda of April 3rd, 2019 - Chair Lynda Johnson moved, Trustee Rene Treviño seconded, that the board approve the agenda of the regular meeting of April 3rd, 2019. The motion passed 2-0

I. MINUTES

Approve Regular Minutes of March 15, 2019- Chair Lynda Johnson moved to receive and file, seconded by Trustee Rene Treviño that the Board approve the minutes of the regular meeting of March 15, 2019 as submitted. The motion passed 2-0.

II. ANNOUNCEMENT REGARDING PUBLIC COMMENTS

There were no comments.

III. CONSENT: Motion to approved consent calendar items 1-11 and pull items 12 & 13 for discussion by Trustee Rene Treviño.

12- Trustee Trevino recommended that a daily Lunch Period and breaks be added to the payroll sheet in order to ensure compliance with the Labor Code. Chair Lynda Johnson moved to approve item 12 with changes, seconded by Trustee Rene Treviño. The motion passed 2-0.

13- Trustee Treviño requested additional information regarding the transition from ADP to QuickBooks payroll. Antonio Mendoza, District Manager, informed the Board that the goal was to end the quarter with ADP for tax purposes. Chair Lynda Johnson moved to receive and file, seconded by Trustee Rene Treviño to submit the Report: New Bank Accounts and ACD QuickBooks Transition as submitted. The motion passed 2-0.

IV. ACTION

ACD Policy on Contracts for One-Time Expenditures: Trustee Rene Treviño moved to approve, Chair Lynda Johnson seconded to approve the ACD Policy on Contracts for One-Time Expenditures. The motion passed 2-0.

ACD Limits for Payments on Unexpected Expenditures: Antonio Mendoza, District Manager, recommended that an email from the District Manager should be sent to the chair when an expenditure outside the budget of \$1,499 is processed. Trustee Rene Treviño moved to approve, Chair Lynda Johnson seconded, to approve the ACD Limits for Payments on Unexpected Expenditures to include the recommendation by District Manager Antonio Mendoza. The motion passed 2-0.

Policy on “Refunds: or “Buy Backs”: The cemetery currently provides a 5-day cooling off period for plots purchased. A full refund will be returned if requested by the fifth day of purchase. The cemetery will not buy back any plots that clients wish to return after the 5-day cooling off period. Plots may be donated back to the cemetery. The District Manager will research whether the donor/contributor will be able to receive a tax write-off when donating the plot back to the cemetery. Trustee Rene Treviño motioned to approve the 5-day cooling off period and no buy back policy. Chair Lynda Johnson seconded. The motion passed 2-0.

ACD with Court Referred Volunteer Center (Community Service Volunteers: Antonio Mendoza, District Manager, has requested 10 volunteers. He expects all volunteers to use appropriate behavior. He expects that volunteers will see the positive impact they will have in the community by helping clean the community. It was stated that additional tools will need to be purchased for volunteers. Trustee Rene Treviño motioned to receive and file the ACD with Court Referred Volunteer Center (Community Service Volunteers) as submitted.

Special Services for Families: Chair Lynda Johnson motioned to approve Special Services for Families with wording changes. \$60.00 savings if paying for full year and flowers will be placed before the holiday. Trustee Rene Treviño seconded to approve the Special Services for Families. The motion passed 2-0.

Aramark Uniforms: Uniforms include: long sleeve shirt, short sleeve shirt, pants, employee’s name and lockers. Employees will change to their uniform on site and change back to their civilian clothes by the end of the day. Uniforms will not be taken home. Trustee Rene Treviño motioned to receive and file. Chair Lynda Johnson seconded.

Gopher/Pest Control Bids: Western Exterminator will take an aggressive approach. They will send two people, twice a week for 3 to 4 hours. They guarantee a 50% reduction after their first month. The inspector will inspect site once a week. The 50% reduction will be based on before/after pictures and observation. If a 50% reduction in gopher control is not reached, ACD will receive an extra week of treatment at no cost. Month to month contract. Chair Lynda Johnson motioned to approve to contract Western Exterminator for gopher/pest control, Trustee Rene Treviño seconded the motion. Motion passed 2-0.

Auditor Bids: David Farnsworth, CPA will complete a 2-year study (2017-2018) combined audit. He will complete the mandated reporting by April 20th, 2019. He could begin within a week and start the audit at ACD for three consecutive days. Chair Lynda Johnson motioned to approve David Farnsworth, CPA to audit the ACD for 2017 & 2018, Trustee Rene Treviño seconded the motion. Motion passed 2-0.

Database/Mapping Bids: Chair Lynda Johnson moved to approve Cemetery-Pro Database/Mapping for a one-time fee of \$4,345 and \$2,845 every year thereafter, Trustee Rene Treviño seconded the motion. Motion passed 2-0

Pure Water Buy Out: Chair Lynda Johnson moved to approve to terminate the lease with Pure Water with grant funds, Trustee Rene Treviño seconded the motion. Motion passed 2-0.

Grant Received by LA County Supervisor Janice Hahn:

- a. **Security Camera Bids-**Chair Lynda Johnson moved to approve Jose Ortega’s bid of approximately \$3,600 for Security Cameras with the condition that he have a system that District Manager Antonio Mendoza believes that ACD needs to ensure the safety of all staff and visitors of the cemetery. Trustee Rene Treviño seconded the motion. Motion passed 2-0.
- b. **PA Public Announcement Speaker System Bids-** Chair Lynda Johnson motioned to approve up to \$1,400 for a PA Public Announcement Speaker System, Trustee Rene Treviño seconded the motion. Motion passed 2-0.

- c. Walkie Talkie (2-Way Radios) Bids- Chair Lynda Johnson moved to approve purchase of 2 Way Radios to be funded by the \$2,300 grant with company who has the fastest delivery. Trustee Treviño seconded. Motion passed 2-0.
- d. Soil Compactor Bids- Chair Lynda Johnson is requesting further information on the Soil Compactor horse power, warranty, battery life, and 2 cycle vs 4 cycle. Chair Lynda Johnson moved to table the Soil Compactor Bids until the May Board of Trustee meeting in order to receive further information. Trustee Rene Treviño seconded the motion.
- e. EZ-Ups/ Canopy Bids- Chair Lynda Johnson moved to approve one 10'x10' personalized, not to exceed \$1,000, EZ-Up. Trustee Rene Treviño seconded the motion. Motion passed 2-0.
- f. Utility Golf Carts Bids-Chair Lynda Johnson moved to approve up to a maximum of \$6,000 to purchase a golf cart and report back in May meeting. Trustee Rene Treviño seconded the motion. Motion passed 2-0.

Water and trash receptacles will be removed from the wish list until a later date. Savings will be used for other priorities such as, Veterans Memorial repair and Pure Water termination lease.

BOARD COMMENTS: Trustee Rene Treviño stated that District Manager, Antonio Mendoza, is a 'doer', is leading it best, and is doing a phenomenal job. He gave the following suggestions: A white board with 'Under New Management' with short term goals and intended long term goals; sign where customers can read the vision and support from Supervisor Hahn; include all the beautification goals.

Chair Lynda Johnson suggested a banner stating, 'Under New Management' and requested to discuss plans for Memorial Day.

Trustee Treviño also suggested inviting a bugle/pipe player for the Memorial Day event. Antonio Mendoza, District Manager, thanked the board for their words of encouragement and that his goal is to see a drastic decline on the gopher problem and green grass by Memorial Day. He also stated that he would like to send out Memorial Day invitations 'Come and Meet Us', to include a reception.

Adjournment: At 6:24 p.m. it was moved by Chair Lynda Johnson to adjourn the meeting and it was seconded by Trustee Rene Trevino. The motion carried 2-0. Next meeting will be held on Thursday, May 2nd, 2019, 10 a.m.