

Artesia Cemetery District

11911 Artesia Blvd., Suite 104A, Cerritos, CA 90703

Board of Trustees

Trustee Rene Treviño

Chair Lynda Johnson

Trustee Linda Gonzalez

District Manager

Antonio Mendoza

MEETING OF THE BOARD OF TRUSTEES

MINUTES

Monday, June 10, 2019

10 A.M. CLOSED SESSION

CALL TO ORDER: Meeting was called to order at 10:02 a.m.

ROLL CALL: Members present: Chair: Lynda Johnson Trustees: Rene Treviño, Linda Gonzalez

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: No public comments.

RECESS TO CLOSED SESSION

1. PUBLIC EMPLOYEE EMPLOYMENT (Government Code section 54957(b)(1))
Title: District Manager

RECONVENE TO OPEN SESSION: Meeting was reconvened at 10:30 a.m.

Resolution: Board approved Antonio Mendoza, District Manager's, contract with some edits. The contract will be submitted to LA County Counsel for final draft. Contract will be retroactive to March 1st, 2019.

CALL TO ORDER: Meeting was called to order at 10:30 a.m.

ROLL CALL: Members present: Chair: Lynda Johnson Trustees: Rene Treviño Linda Gonzalez

PLEDGE OF ALLEGIANCE: Led by Chair Lynda Johnson

INVOCATION: Led by Trustee Linda Gonzalez

1. **AGENDA** Trustee Rene Treviño motioned to approve the agenda. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.

MINUTES:

1. Trustee Linda Gonzalez motioned to approve the May 13, 2019 Minutes for the Board of Trustees Meeting with modification. Trustee Rene Treviño seconded. Motion carried 3-0.
Modification: Trustee **Linda Gonzalez** motioned to move item #6 Landscaping Bids before the District Manager's Report so that the representative would not have to wait to present. Trustee **Rene Treviño** seconded. Motion carried 3-0, unanimous.
2. Trustee Linda Gonzalez motioned to Approve the Minutes of May 15, 2019 Board of Trustees Emergency Meeting. Trustee Rene Treviño seconded. Motion carried 3-0, unanimous.

PUBLIC COMMENT: No public comment.

DISTRICT MANAGER'S REPORT: Antonio Mendoza, District Manager, gave an update on the status of the cemetery. Financial report should be up to date and presented by the next meeting.

CONSENT ITEMS: Trustee Rene Treviño motioned to approve Consent Calendar. Trustee Linda Gonzalez seconded. The motion carried 3-0, unanimous.

ACTION ITEMS:

- 1. Landscaping Bids:** ACD was short staffed with ground workers. Brightview was contracted for two day to mow the lawn and line headstones. Gopher holes and dry spots are a concern. Trustee Treviño stated that any extra labor by contractor needs to be approved before the work is performed. He also stated that Brightview made a significant impact in just a few days. Chair Lynda Johnson requested clarification on the need for a mower or any trimming equipment if Brightview was contracted. Antonio Mendoza stated that there would not be a need for any of the equipment should Brightview be contracted. Trustee Linda Gonzalez indicated that Brightview would also change flowers four times a year. Trustee Rene Treviño motioned to approve the Brightview Landscaping Bid. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
- 2. Moratorium on Above Ground Niches:** Antonio Mendoza, District Manager, informed the Board of Trustees that there were inconsistencies with the fee schedule and updated it; located all niches; agreed to lifting the moratorium so that above ground cremations may be sold; clarified the difference between vaults, Urns, and Cylinders; and stated that he is still working on defaults. Trustee Rene Treviño motioned to approve the lift on the Moratorium on Above Ground Niches. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
- 3. Pricing for Cremations:** Antonio Mendoza, District Manager, reviewed the Pre-Need and At Time of Need fees with the Board of Trustees. Trustee Linda Gonzalez motioned to approve the lift on the Moratorium on Above Ground Niches. Trustee Rene Treviño seconded the motion. Motion carried 3-0, unanimous.
- 4. ACD Tree Maintenance:** ACD Tree Maintenance was embedded into the Pro Builder contract. This item came up due to added permit and plan check fees by the City of Cerritos. Chair Lynda Johnson would like further information on the amount being incurred for plan checks. Antonio Mendoza, District Manager, has been in communication with contractors and will be discussing possible additional fees. Item has been tabled until next regular Board of Trustees meeting.
- 5. Schedule Budget & Audit Board of Trustees Meeting:** Trustee Rene Treviño motioned to approve a Budget and Audit Board of Trustees meeting on Thursday, June 27, 2019, 4 p.m. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
- 6. Schedule next Regular Board of Trustee Meeting (July meeting is scheduled on 4th of July):** Trustee Linda Gonzalez motioned to approve the next Regular Board of Trustee Meeting on Thursday, July 11, 2019, 3:30 p.m. Trustee Rene Treviño seconded the motion. Motion carried 3-0, unanimous.
- 7. ACD- Business Practices, Finances, and Governance review by the LA County Auditor Controller:** Antonio Mendoza, District Manager, provided an update to the Board of Trustees on items that have been completed and ongoing. He also suggested that the Chair send a letter to the Auditor with response. Chair needed clarification whether we needed a carbon copy receipt book mentioned on item #5. Antonio Mendoza stated that we do not need additional copies of receipt books since staff documents all receipts on Quickbooks; however, ACD does have a book with carbon copies just in case computers do not function. Trustee Rene Treviño motioned to approve the Correction Action Plan as recommended by Auditor. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.

BOARD COMMENTS:

Trustee Linda Gonzalez: Comments on FaceBook-people are happy. They are happy that Trustee Rene Trevino and she are working for the ACD. People are stating that things will get done now. Some people are still concerned about headstones. There is a different family concerned about headstones. She will give names to Antonio Mendoza. Antonio requested to have individuals call or visit the office. Trustee Gonzalez also received compliments about the cemetery.

Trustee Rene Treviño: Memorial Day event was very nice, well done, simple and very sincere. Looks forward to the Grand Opening. Suggested that a letter be sent to person(s) with concerns addressing complaint and solution. It adds closure to the problem. Trustee Trevino requested to know if the board will receive a sales plan with ideas to bring in revenue. Antonio Mendoza stated that his goal is to have the grounds green and seeded by Labor Day. The cemetery needs to look presentable and maintained to drive up sales. He will be speaking to LAFCO to discuss ideas and sphere of influence. Then will begin advertising on local paper, social media, booths etc. Antonio is also working on a plan to pay off the \$900,000.00 that is owed to the Endowment Care Fund. Trustee Trevino suggested hiring a salesperson on commission. Antonio would like to align pamphlet to website and is looking for a website company. Chair Lynda Johnson recommended that he speak to Rose Hills. Antonio stated that the Grand Opening date will be addressed at the next Regular Board of Trustees Meeting.

Chair Lynda Johnson: Chair Johnson stated that Antonio Mendoza led the first District Managers Round Table. District Managers from Little Lake and Downey were present. It was a good meeting. Downey District Manager had some good information. It was agreed to continue the quarterly meetings and possibly visit other cemeteries.

Meeting was adjourned at 12:25 p.m.

REGULAR BOARD OF TRUSTEES MEETING

Thursday, July 11, 2019, 3:30 p.m.