

# Artesia Cemetery District

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

## Board of Trustees

Lynda Johnson  
Rene Treviño  
Linda Gonzalez

## District Manager

Antonio Mendoza

## MEETING OF THE BOARD OF TRUSTEES

### MINUTES

Monday, May 13, 2019

#### 10 A.M. CLOSED SESSION

**CALL TO ORDER:** 10:07 a.m.

**ROLL CALL** Chair: Lynda Johnson Trustees: Rene Treviño Linda Gonzalez

#### PUBLIC COMMENTS ON CLOSED SESSION ITEMS

NO PUBLIC COMMENT

**RECESS TO CLOSED SESSION:** 10:08 a.m.

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

**RECONVENE TO OPEN SESSION:** 11:06 a.m.- Resolution: Appropriate changes to the contract to be adopted at a Special Meeting or Regular Meeting

**CALL TO ORDER-** The meeting was called to order at 11:08 a.m.

#### ROLL CALL

The following members of the Artesia Cemetery Board of Trustees were present:

Chair: Lynda Johnson Trustees: Rene Treviño Linda Gonzalez

**PLEDGE OF ALLEGIANCE:** Led by Trustee Rene Treviño

**INVOCATION:** Led by Trustee Linda Gonzalez

**AGENDA:** 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 Trevino seconded the motion. Motion carried 3-0, unanimous.

**MINUTES:** Trustee Rene Treviño motioned to approve the Minutes of April 3, 2019. Chair Lynda Johnson seconded the motion. Motion carried 2-0. Trustee Linda Gonzalez abstained.

## PUBLIC COMMENT

NO PUBLIC COMMENTS

**DISTRICT MANAGER'S REPORT:** Antonio Mendoza, District Manager gave an overview of the status of the cemetery, including its operation and finances.

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

## ACTION ITEMS

1. **Memorial Day Plan:** Antonio Mendoza, District Manager, informed the Board that Gahr High School students would be volunteering their time to place flags on all veteran graves, and that the Artesia/Cerritos Women's Club would be placing bouquets on all Civil War Veteran graves. Trustee Treviño recommended that the event be announced on Social Media. Chair Lynda Johnson recommended that the Pledge of Allegiance be recited, a presentation of the wreath, and possible giveaways. Trustee Rene Treviño motioned to approve the Memorial Day/Open House Program with recommendations. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
2. **403B Retirement Program:** Antonio Mendoza, District Manager, informed the Board of Trustees that 403B participation would be done on a voluntary basis. The District would pay a one-time fee of \$450.00, and an annual fee of \$150.00 beginning the second year of implementation. The employee decides how much he or she wishes to invest. Trustee Rene Treviño stated that the 403B would be another reason to work for the district. Trustee Rene Treviño motioned to approve the 403B Retirement Program. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
3. **Vault Sales:** The Board of Trustees were informed that approximately 3-4 funeral homes recommended that ACD sell their own vaults. Some mortuaries stated that it is too cumbersome. Antonio Mendoza, District Manager, presented the differences between Polymer Vaults and Cement Vaults. Trustee Rene Treviño motioned to approve the Polymer Vault for sale. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
4. **Lowering Device:** Antonio Mendoza, District Manager, requested to purchase a lowering device at a cost of \$1,848. This device will help lower the vaults into graves. Trustee Linda Gonzalez motioned to approve the lowering device at a cost of \$1,848 from the Funeral Supply store. Trustee Rene Treviño seconded the motion. Motion carried 3-0, unanimous.
5. **ACD Signage:** Chair Lynda Johnson tabled this item until the ACD had enough funds. Trustee Linda Gonzalez recommended a banner for special events. Item was tabled.
6. **Landscaping Bids:** Antonio Mendoza stated that the two lowest landscaping bids received were from Salco and Brightview and that it was up to the Board's decision on how to proceed. Antonio informed the board that the cemetery was 10 acres and that the headstones were a concern due to neglect. Many headstones are buried under the dirt and/or have grass growing over them. A Brightview representative had requested to speak to the board and gave his presentation. Trustee Rene Treviño requested a fee schedule from the representative. Trustee Rene Treviño motioned to table the Landscaping bid until the June meeting. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.

7. **Round Table Meeting, May 31, 2019: Fraud Prevention:** Due to limited time, Chair Lynda Johnson recommended that the Board read this item on their own time.
8. **ACD- Business Practices, Finances, and Governance review by the LA County Auditor Controller:** Chair Lynda Johnson moved to postpone this item until the next Board Meeting in June.
9. **Graves that need to be released for resale:** A letter will be sent to individual(s) whose names appear on the invoice/contract list, requesting proof of purchase. The ACD does not have any record of the purchase of these graves which need to be released for resale. The letter will reaffirm the ACD Policy that all graves must be purchased. If proof of purchase is not received within 30 days, graves will be placed for sale. Letter will be sent through registered Certified Mail. Trustee Rene Treviño motioned to approve the Letter for graves that need to be released for resale. Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous.
10. **Default Payment Plans:** The ACD currently has defaulted payment plans. The request is to adopt new language for defaulted payment plans. If payment has been defaulted for 7 months-2 years, then the grave will be resold. A letter will be sent through registered Certified Mail to individuals who were responsible for payment plans. If plan has been in default for 6 months or less, full payment will be requested, should individual wish to keep the plot. Trustee Rene Treviño motioned to adopt the new language for defaulted payment plans and letters sent to individuals responsible for the payments via registered Certified Mail. Trustee Linda Gonzalez seconded the motion. Motion carried 3-0, unanimous

## **BOARD COMMENTS**

Trustee Linda Gonzalez stated that she would bring the Miss Artesia Court to the Memorial Day/Open House event and will look for someone to sing the National Anthem.

Chair Lynda Johnson did not have comments.

Trustee Rene Treviño thanked the District Manager for the amazing details on his reports; stated that the people think that the ACD is a part of the Artesia City Council; has received approximately 3-4 concerns; Requested to know how concerns will be handled. Antonio Mendoza, District Manager, stated that as soon as he/staff receive a complaint, it is fixed immediately. Antonio informed the Trustees that as soon as they receive a concern to inform him so that it is taken care of. Meeting was adjourned at 1:50 p.m.

## **ADJOURNMENT TO THE NEXT REGULAR BOARD OF TRUSTEES MEETING**

Thursday, June 6th, 2019: 3 p.m.