

# Artesia Cemetery District

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

## Board of Trustees

Acting Chair, Trustee Rene Treviño Trustee Linda Gonzalez Trustee Michael Wada

## District Manager

Antonio Mendoza

## REGULAR MEETING OF THE BOARD OF TRUSTEES

### AGENDA

Thursday, October 10, 2019

*PLEASE REFRAIN FROM USING CELL PHONES AND SILENCE ALL ELECTRONIC COMMUNICATION DEVICES WHILE THIS PUBLIC MEETING IS IN SESSION.*

### 4:00 P.M. CLOSED SESSION

**CALL TO ORDER-** Acting Chair Treviño called the meeting to order at 4 p.m.

**ROLL CALL-** Trustee Wada, Trustee Gonzalez, Acting Chair Treviño were all present.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS-** No public comments

**RECESS TO CLOSED SESSION-** 4:01 p.m.

**RECONVENE TO OPEN SESSION-** 4:16 p.m. No reportable action.

### REGULAR BOARD OF TRUSTEES MEETING

*(Immediately following closed session)*

**CALL TO ORDER-** Acting Chair Treviño called the Regular Meeting of the Board of Trustees at 4:17 p.m.

**ROLL CALL** - Trustee Wada, Trustee Gonzalez, Acting Chair Treviño were present.

**PLEDGE OF ALLEGIANCE-** Trustee Wada led the Pledge of Allegiance

**INVOCATION-** Trustee Gonzalez led the invocation

**AGENDA-** Trustee Wada motioned to approve the agenda. Seconded by Trustee Gonzalez. Unanimous approval

**PUBLIC COMMENT** – No public comments.

**DISTRICT MANAGER'S REPORT-** Antonio Mendoza, District Manager, provided his Manager Report. New items: will dethatch and reseed the grounds after November 2<sup>nd</sup>; Office staff and Board of Trustees will be receiving new email addresses; new website is up and running, and is state and ADA compliant; we have a new Golf Cart to help potential buyers and elderly/disabled visitors move around the cemetery; and provided additional cemetery updates. Ana provided a Dia de Los Muertos event update. District Manager to provide an update on staff overtime at the next regular Board of Trustees meeting.

**CONSENT ITEMS-** Trustee Wada pulled item C1 and Acting Chair Treviño pulled item C3.

- C1. **MINUTES:** September 12, 2019 Board of Trustees Regular Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve minutes of the Regular Board Meeting of September 12, 2019.

Trustee Wada pulled item C1. Requested a couple of corrections with misspellings on page 3 and last page (9) of the September 12, 2019 Minutes.

Trustee Wada moved to approve the Minutes of the Regular Board Meeting of September 12, 2019 with corrections. Trustee Gonzalez Seconded. Unanimous approval

- C2. **MINUTES:** September 27, 2019 Board of Trustees Special Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve the minutes of the Special Board Meeting of September 27, 2019.

Trustee Wada moved to approve the Minutes of the Special Board Meeting of September 27, 2019.  
Trustee Gonzalez Seconded. Unanimous approval

- C3. **FINANCE/TREASURER'S REPORT:** Trustee Trevino requested further information on the Endowment account; was concerned with negative amounts; and emphasized importance to keeping accurate record keeping for transparency purposes; suggested that the District Manager seek support from an Accountant/CPA.

Acting Chair Trevino motioned to accept the Finance/Treasurer's Report. Trustee Gonzalez seconded the motion. Unanimous approval

## **ACTION ITEMS**

- A1. SELECT DATE FOR ACD BOARD POLICY AND PROCEDURES MANUAL STUDY SESSION**

Trustee Gonzalez motioned to hold the Board of Trustee Board Policy and Procedures Manual Study Session on October 23, 2019, 9 a.m. Trustee Wada seconded the motion.  
Unanimous approval

- A2. RESOLUTION-2019-002: ADOPTING SICK LEAVE POLICY**

Trustee Wada motioned to approve Resolution 2019-0012 Adopting Sick leave Policy. Trustee Gonzalez seconded the motion. Unanimous approval

- A3. RESOLUTION -2019-008: APPROVING A PUBLIC RECORDS REQUEST POLICY**

Acting Chair Treviño requested to know if a second read was needed. Only Ordinances require a second read.

Trustee Wada motioned to approve Resolution 2019-008: Public Records Request Policy.  
Trustee Gonzalez seconded the motion. Unanimous approval

- A4. ACD VEHICLE USE POLICY**

These guidelines are to ensure that all employees who use any district vehicle must possess a driver license and insurance. This includes any other cemetery equipment. One staff member does not have a driver license. District Manager was informed that a special license is not required to operate a Backhoe.

Trustee Wada motioned to approve the ACD Vehicle Use Policy. Trustee Gonzalez second the motion.  
Unanimous approval

- A5. ARCHITECT PROPOSAL FOR ACD REMODEL**

District Manager and District Counsel are negotiating with the architect and are working on proposal language. Acting Chair requested to know if there was any consideration to retaining Martin (Rodriguez) since he already has the plans drawn out. Martin was not considered because he was a part of the legal letter.

Trustee Wada motioned to approve the Architect's Proposal for the ACD Remodel. Trustee Gonzalez seconded the motion. Unanimous Approval

- A6. TOUR:** Board Trustees took a tour of the cemetery.

## **BOARD COMMENTS**

Trustee Wada gives Ana kudos for detailed minutes and for trying to catch up with lapses that may have occurred in the last several years with bookkeeping; He remains uncomfortable with Ana's line item in the budget which remains in the status that it is. It appears that despite what our monthly statement says that our ending balance is going to be very healthy. Recommended that the District Manager restore the funds to Ana's line item at the next board meeting when the budget is submitted for ongoing inspection; That the Board take action to approve the re-augmentation of the line item.

Trustee Gonzalez wished Acting Chair Treviño a Happy Birthday.

Acting Chair Trevino stated that he thinks that things are running very well. Comments have been extremely positive in the community; The minutes are immensely detailed. Very informative; Excited with Board Policy discussion session so that we can begin to shape this for future trustees that will be joining us in the future and after when we leave; Quickbooks is not easy. It's a software created to be franchised; Any help he can give Ana he will.

Trustee Wada motioned to adjourn the meeting to October 23<sup>rd</sup>, 2019, 9 a.m. Trustee Gonzalez seconded the motion.  
Unanimous approval

Meeting adjourned at 6:27 p.m.