

Artesia Cemetery District

Meeting Location: 11911 Artesia Blvd., Suite 104A, Cerritos, CA 90703

Board of Trustees
Trustee Rene Treviño Chair Lynda Johnson Trustee Linda Gonzalez
District Manager
Antonio Mendoza

REGULAR MEETING OF THE BOARD OF TRUSTEES

MINUTES
Thursday, July 11, 2019

CALL TO ORDER: The meeting was called to order at 3:33 p.m.

ROLL CALL: Present: Trustee Rene Treviño, Trustee Linda Gonzalez, Chair Lynda Johnson

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: No public comments.

RECESS TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION: Meeting reconvened at 3:40 p.m.

The Board of Trustees approved the General Manager's contract and job description commencing March 1, 2019. (Retroactive)

CALL TO ORDER: Meeting was called to order at 3:44 p.m.

ROLL CALL : Present- Trustee Rene Treviño, Trustee Linda Gonzalez, Chair Lynda Johnson

PLEDGE OF ALLEGIANCE: Led by Trustee Linda Gonzalez

INVOCATION: Led by Trustee Linda Gonzalez

AGENDA: Trustee Trevino motioned to approve the agenda. Seconded by Trustee Gonzalez.
Approved Unanimously

PUBLIC COMMENT – No public comments.

DISTRICT MANAGER'S REPORT: District Manager Antonio Mendoza provided an update on the Artesia Cemetery. He stated that Alan's Lawnmowers picked up the lawnmower on consignment; Accountemps debt had been paid in full; Needs an invoice stating Final Payment from Cintas before issuing final payment; and is working on a CalPERS issue. Trustee Trevino requested to know the fee for design and planning; whether the plan check fee was impacting the tree removal; and fees that are public record. Chair Lynda Johnson requested to know when ACD would be billed for plan checks and the amount of draws that have been made by the contractor. DM Mendoza stated that he has not been informed about plan check fees and that the third draw (check) would be provided when the work that the contract states would be complete prior to issuing the third draw is finished. Contractor has information on plan check fees.

CONSENT ITEMS: Chair Lynda Johnson pulled item #4 and Trustee Rene Treviño pulled item #3. Trustee Rene Treviño moved to approve Consent Items 1, 2, and 5. Trustee Linda Gonzalez seconded. Unanimous approval.

Item 3. FINANCE/TREASURER'S REPORT: Trustee Treviño requested information on ACD's profit. What is the profit percentage that comes in minus the endowment? DM Mendoza stated that he is working on this specific task. There are adjustments and reconciliations that need to be completed and should have the information on the report by the next meeting. Trustee Treviño moved to approve pages 1-5 of the Treasure's Report. Trustee Linda Gonzalez seconded. Unanimous approval.

Item 4. REVISED ACD PURCHASE CONTRACTS FOR BOARD APPROVAL: Chair Lynda Johnson requested to replace title 'Time of Need' to 'At Need' contract, PRE-NEED CONTRACT: page 2/4 indicate MAKE CHECK PAYALBE TO, to replace made out and mailed to; Headstone section- indicate that if headstone is not placed within the first 6 months of burial, the ACD will place a marker.

ACTION ITEMS

- 1. REVISED BUDGET FOR BOARD APPROVAL:** The title Fiscal Impact will be replaced with Budget 2019-2020. DM Mendoza is working on investing endowment funds so that it generates income. He also stated that the reclaimed water bill does not have a rate. He is going to request further information on rate. Trustee Linda Gonzalez motioned to approve the revised 2019-2020 Budget. Trustee Treviño seconded. Unanimous approval.
- 2. LEGAL COUNSEL: On-Call General Counsel Legal Services Agreement (Law Offices of Quintanilla & Associates)** Chair Lynda Johnson stated that this law firm works with the Orange County Cemetery District. Trustee Treviño motioned to approve On-Call General Counsel Legal Services Agreement (Law Offices of Quintanilla & Associates). Trustee Linda Gonzalez seconded. Unanimous approval.
- 3. ACD GRAND RE-OPENING/ANNUAL ANNIVERSARY CELEBRATION:** Chair Lynda Johnson informed the board that Supervisor Janice Hahn will be present at the Grand Re-opening/Rededication of the ACD on Saturday, September 28, 2019, 10 a.m. – 12n. Ideas were shared: (i.e., Ribbon Cutting, Local High School play the National Anthem, Tapps, Banner/Flyer, spray instead of a wreath, program, MC request the use of Gahr HS parking lot from ABC USD, refreshments- Hot dogs/hamburgers. Invite: dignitaries, members of the community, residents, Miss Artesia court, other cemeteries, former auditors, County Counsel, Radio Television Artesia (RTA), Local 1014, Trustees agreed to form a committee to plan and execute this event.
- 4. ACD DÍA DE LOS MUERTOS EVENT:** Possible Pre-show activities, food and refreshments, request the use of Gahr HS parking lot from ABC USD. Trustees agreed to form a committee to plan and execute this event.

BOARD COMMENTS

Trustee Gonzalez asked if there is a parking lot in the back of the cemetery; requested information on the ACD golf cart that is parked at a different location; requested to know if the cemetery is open on weekends; If not, can it be worked on. Trustee Gonzalez' nephew stopped by the cemetery months back and was told that he needed to live in Artesia in order to purchase a plot at ACD, yet they quoted him \$20,000 to purchase a plot. DM Mendoza's responses were as follows: Golf Cart: Does not have a key to the golf cart but will ask John Lyon if he knows the key's whereabouts. Weekends: It would be too costly to open on the weekends. We do not have enough funds. Parking Lot: There is space at the back of the cemetery to use for parking, but there is too much dirt and not ready for use. Possible parking lot in the future. Non-Residents: People who live out of the district may be buried/laid to rest at the cemetery but will need to pay a \$500 out of area/non-resident fee, not \$20,000.

BOARD COMMENTS CONTINUED:

Trustee Treviño has noticed graffiti at the back of the cemetery. Asked if the District Manager could work with building owner to paint and plant some green foliage to deter graffiti; suggested that if building owner pays for paint ACD Groundworkers could paint the wall. He requested a report back next month. Any word on sales, materials? Brochures from other cemeteries? DM Mendoza stated that he needs a good designer; and shared an ACD social media post that indicated plots starting as low as \$3,700. He also asked Trustees if they knew of any graphic designers. He is looking for a “best moment” to capture what we want to sell. Trustee Trevino asked about placing a vending machine with refreshments to generate revenue. He also stated that refreshments could be sold in the office. DM Mendoza’s thoughts are to place a vending machine by the future ‘Niche Wall’ to sell water, sodas, chips. ACD needs a secure vending machine. Trustee Treviño asked if ACD had been approved for the ‘Artesia Now’. It was noted that it had been approved. He also stated that the cemetery looks great but noticed that there is a problem with dry spots and wanted to know if it was a water problem, possible infection, or problem with sprinklers. DM Mendoza stated that there is a problem with the sprinklers. Reason there are dry spots is that water is not reaching far enough and some sprinklers are broken. Landscaping company will inform ACD which sprinklers work, and which do not. Goal would be to have staff attempt to fix the problem before seeking outside assistance.

Chair Lynda Johnson visited LAFCO and stated that LAFCO could help increase the sphere of influence. DM Mendoza does not like to charge customers/clients out of area fee and is working with LAFCO to increase the sphere of influence in order to assist more families/residents in the district during their time of need.

Meeting adjourned at 5:45 p.m.

ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Thursday, August 8, 2019, at 3:30 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.