

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

Board of Trustees

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
Thursday, September 10, 2020

4:00 P.M

TELECONFERENCED MEETING

1. CALL TO ORDER

Chair Wada called the meeting to order at 4 p.m.

2. ROLL CALL

Present: Trustee Gonzalez, Trustee Palhinha, Trustee Laughlin, and Chair Wada

Present via Teleconference: Vice Chair Stewart

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Gonzalez

4. AGENDA

Trustee Gonzalez motioned to approve the agenda. Seconded by Trustee Palhinha. **Unanimous Approval**

5. PUBLIC COMMENT

No public comments

6. CLOSED SESSION

Chair Wada read the following items to be discussed during Closed Session:

A. Conference with General Legal Counsel

Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9: (One Potential Case)

Facts and Circumstances to be Announced at Meeting prior to Recessing into Closed Session

B. Conference with Legal Counsel

Potential Initiation of Litigation

Pursuant to Government Code Section 54956.9 (4): (One Potential Case)

C. Conference with Real Property Negotiators

Subject Property: Rosewood Park

District Negotiator: Antonio Mendoza, General Manager

Negotiating Parties: Artesia Cemetery District and City of Cerritos

Under Negotiation: Lease terms

Trustee Gonzalez motioned to move into Closed Session. Seconded by Trustee Laughlin. **Unanimous Approval**

Board of Trustees entered Closed Session at 4:04 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

Board Members returned from Closed Session at 5:15 p.m.

Closed Session Announcement(s):

No Closed Session announcements

Board of Trustees recessed at 5:17 p.m. Board of Trustees returned from recess at 5:22 p.m.

General Manager Mendoza requested approval to move item 8C Finance/Treasurer Report before item A, ACD Update.

Trustee Gonzalez motioned to move item 8C Finance Treasurer's Report before item A, ACD Update. Trustee Palhinha seconded. **Unanimous Approval**

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT (Previously Item C)

Paul Kaymark, Financial Consultant, reviewed the Dashboard financial statement with Board Members. Chair Wada requested to know where to locate the consultant expenditures.

Trustee Palhinha motioned to accept the Financial Report. Trustee Laughlin seconded. **Unanimous Approval**

B. ACD UPDATE

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza informed the Board that the lowering device had arrived and that the double depth vaults would be arriving on Monday. Staff visited the company that makes the vaults and observed demonstrations on how to set the double depth vaults. It was very educational. Staff will be taking on-line compliance training with SDRMA Target solutions. They will be taking the IIPP, Heat Prevention Program, and Safety training with a consultant. Staff has been focusing on irrigation. General Manager will be focusing on locating/identifying graves.

Chair Wada asked that the General Manager to give an update on graves that do not have headstones.

Volunteers are on hold.

Signage company still on schedule to install sign on September 21, 2020.

Due to Covid lock down, Supervisor Hahn will not be able to attend Open House. Health Department has not allowed events. Plaque will still be installed in front of the building. We will schedule event once Supervisor Hahn is able to attend.

Covid signs are still up. Disclaimer is on website and on all receipts/invoices.

Trustee Laughlin asked if the General Manager has looked around to find a used Hazmat cabinet; asked if consultant recommended or required that we have MSDS's.

9. CONSENT ITEMS

- A. MINUTES: August 13, 2020 Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Regular Board Meeting Minutes of August 13, 2020. Trustee Palhinha seconded. **Unanimous Approval**

10. ACTION ITEMS

- A. RESOLUTION 2020-021 APPROVING AND ADOPTING A REFUND POLICY

Refunds will be up to \$750.

Trustee Palhinha motioned approved Resolution 2020-021 Approving and Adopting a Refund Policy. Trustee Gonzalez seconded. **Unanimous Approval**

Roll Call Vote: Yes- 5 No- 0 Abstention- 0 Unanimous Approval

- B. RESOLUTION 2020-022 APPROVING AND ADOPTING A HARDSHIP FEE REDUCTION AND FEE WAIVER POLICY

General Manager is hesitant with this policy; does not think that the cemetery is there yet to offer people discounts at this point. Stated that the cemetery is still dependent (financially) on the county.

Board of Trustees discussed the issue and agreed that it is best to provide customers an additional cremation option, if needed. General Manager will research veteran cremation option; and will consult with attorney.

The Board of Trustees recommended that the General Manager modify the Resolution and bring it back to the next Board of Trustee Meeting.

- C. CEMETERY TIER PRICING ADJUSTMENT

General Manager reviewed cemetery maps with Board Members, explained each Tier and fees, and proposed changes.

Trustee Laughlin motioned to approve the Cemetery Tier Pricing Adjustment. Vice Chair Stewart seconded. **Unanimous Approval**

- D. ORDINANCE 2020-01 RESTRICTING THE USE OF CEMETERY DISTRICT PROPERTY (First Reading)

General Manager explained that the Ordinance will allow for rule and regulation enforcement. It is the first Ordinance on record for the cemetery. Notification will be posted.

Trustee Gonzalez motioned to approve Restricting the Use of Cemetery District Property First Reading. Vice Chair Stewart seconded.

Roll Call Vote: Yes- 5 No- 0 Abstention- 0 Unanimous Approval

11. BOARD COMMENTS

Trustee Laughlin: No comment

Trustee Palhinha: “I am very proud of all of you guys. You guys are great.”

Trustee Gonzalez: “Tony, Tier 1, now that it is going to be larger, it’s more money, right?” “Isn’t Tier 1 more money? My next question is so there’s no Día de Los Muertos, correct? The reason I ask is because remember last year, when we had that family with the DJ, they come all night long.

“It’s already too late I think to plan something anyway. I remember last year some of those families were out here, we were leaving at 9 or 10 and they were still here.” “Thank you!”

Vice Chair Stewart: No comment

Chair Wada: “My comments are, I want to congratulate Trustee Mike and Trustee Linda for your outstanding work on serving on the sub-committee you brought back to the rest of the board interesting thoughts and perspective from your analysis of the scenario, I think, in helping us make better and informed decisions. I also want to congratulate Ana because I have been encouraging her that all voices are welcome at this table, and this is really the first time that you have felt comfortable enough speaking up. Again, your input is very valued and we want to all see more of that. You were very helpful presenting your perspective of operations so, congratulations. My last thought is, and please write it up in the Minutes just as I mentioned since you have some editorial control over how it appears.

“Just one last thought, and again this is a little difficult, when we get back to the point when we start to have gatherings here whether it’s an Open House or the Day of the Dead celebration whatever, I just throw this out there to keep the idea fresh. I really would like to see a job fair so that maybe the vendors park on the inside of the cemetery in that the visitors park in the business lot where, you know, the General Manager can arrange parking like last year for the Day of the Dead celebration. I think that is one way of bringing people in and I think it is helpful to the community. I just see a lot of positives to it. So, I would like to entertain a motion to adjourn the meeting to Thursday, October 8, 2020 at 4:00 p.m. Do I hear a motion?”

12. ADJOURNMENT

Trustee Laughlin motioned to adjourn the meeting to the next Regular Board of Trustee Meeting on Thursday, October 8, 2020 at 4 p.m. Trustee Palhinha seconded. **Unanimous Approval**

Chair Wada adjourned the meeting at 6:48 p.m. to the next Regular Meeting of the Board of Trustees to be held on Thursday, October 8, 2020 at 4:00 p.m.