

Artesia Cemetery District

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

MINUTES

Thursday December 12, 2019

4:00 P.M. CLOSED SESSION

CALL TO ORDER

Acting Chair Treviño called the meeting to order at 4 p.m.

ROLL CALL

All Board Trustees Present

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

District Manager had not heard from the attorney and requested to move to continue with the regular meeting until he was contacted by the attorney.

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

REGULAR BOARD OF TRUSTEES MEETING

CALL TO ORDER Acting Chair Treviño called the meeting to order at 4:01 p.m.

ROLL CALL

All Trustees Present

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Trustee Stewart.

INVOCATION

Invocation was led by Trustee Palhinha.

AGENDA

Trustee Wada motioned to approve the agenda. Trustee Palhinha seconded. Unanimous approval.

PUBLIC COMMENT

Ms. Kathy Morris, Artesia Resident, addressed the Board regarding Endowment Care Fees. The Chair will meet with the District Manager to review case and get back to Ms. Morris.

DISTRICT MANAGER'S REPORT

D1. ACD Update

Grass is growing; there's new office furniture; still looking for a buyer for the equipment; will be making first payment for the lease; sold the first 10 vaults; Gahr High School volunteers raised over 100 headstones; provided update on burials.

D2. FINANCE/TREASURER'S REPORT

District Manager provided the November 2019 Sales Report/ Monthly Balance Sheets; will work on a plan to pay back the Endowment; Endowment is \$1,000 per plot and \$500 per cremation; approximately 700 plots are available in the cemetery; ACD still has about 3 undeveloped acres; looking into possibly developing a Mausoleum in the cemetery; Acting Chair Trevino requested QuickBooks expert to come in and answer questions;

Trustee Wada motioned to move item A1 Board of Trustees Election of Officers before Consent Items in order to accommodate Trustee Gonzalez' schedule. Trustee Stewart Seconded. Unanimous approval.

A1 BOARD OF TRUSTEES ELECTION OF OFFICERS

Trustee Wada nominated Acting Chair Treviño to the position of Chair. Seconded by Trustee Gonzalez. Unanimous approval.

Trustee Gonzalez nominated Trustee Wada to the position of Vice Chair. Seconded by Trustee Palhinha. Unanimous approval.

Trustee Gonzalez nominated District Manager Mendoza to the position of Secretary. Seconded by Trustee Palhinha. Unanimous approval.

CONSENT ITEMS- Trustee Stewart pulled Consent Item C1- November 13, 2019 Board of Trustees Regular Minutes due to absence. She will abstain from voting on this item.

Vice Chair Wada motioned to approve Consent Items C2-November 27, 2019 Board of Trustees Regular Meeting Minutes, C3-Organizational Chart, C4-Board Policy Manual Adoption, and C5-Employee Manual Adoption. Seconded by Trustee Gonzalez. Roll call vote. Yes – 5 No- 0 Unanimous approval.

Vice Chair Wada motioned to approve Consent Item C1-November 13, 2019 Board of Trustees Regular Minutes. Seconded by Trustee Palhinha. Trustee Gonzalez voted yes. Trustee Stewart and Chair Treviño Abstained.

ACTION ITEMS (Continued)

A2. RESOLUTION 2019-040 INTERMENT RIGHTS POLICY

District Manager Mendoza is working with LAFCO to redo district boundaries. This will increase the tax base. It will also keep us from charging out of area fees to those cities.

Vice Chair Wada motioned to approve Resolution 2019-040 Interment Rights Policy and Eligible Non-Resident Policy. Seconded by Trustee Stewart. Roll call vote: Yes- 4 No-1

A3. RESOLUTION 2019-041 PURCHASE AND REPURCHASE OF INTERMENT SITES/SPACES AND RELATED SERVICES POLICY

Vice Chair Wada motioned to approve Resolution 2019-041 Purchase and Repurchase of Interment Sites/Spaces and Related Services Policy. Seconded by Trustee Stewart. Roll call vote: Yes- 4 No- 0 Absent-1

A4. RESOLUTION 2019-042 COMPENSATORY TIME OFF POLICY

Vice Chair Wada motioned to approve Resolution 2019-042 Compensatory Time Off Policy. Seconded by Trustee Stewart. Roll call vote: Yes- 4 No- 0 Absent- 1

A5. RESOLUTION 2019-043 ADOPTING A RULES OF CIVILITY AND DECORUM POLICY

Vice Chair Wada motioned to approve Resolution 2019-043 Adopting A Rules of Civility and Decorum Policy. Seconded by Trustee Palhinha. Roll call vote: Yes- 4 No- 0 Absent- 1

A6. ACD ANNUAL REPORT DISCUSSION FOR POTENTIAL ANNUAL ACD REPORT

Chair Treviño would like to see an Annual Report that is available to the public, 4-8-page brochure that promotes our services, our financial stability, organizational chart, budget, and Board of Trustees; District Manager will create a report to include before and now; there was further discussion on possible future services; no specific direction was provided.

Attorney was still on his deposition. District Manager will provide Board Members with an update when received.

BOARD COMMENTS

Trustee Stewart: No comments.

Trustee Palhinha thanked District Manager Mendoza for his report; congratulated Trustee Treviño on his Chairmanship; thinks that at every meeting there will be suggestions and that at every meeting we will improve which is the reason that he is here; has been coming to the cemetery for a long time and has always thought that the cemetery needed to be known by the community; thanked Trustee Wada for his suggestions.

Vice Chair Wada congratulated Chair Treviño on his appointment; requested clarification that the Chair and District Manager are going to work towards resolving the issue with Ms. Morris; requested to know the current status of the buried dog.

District Manager Mendoza provided a brief status on the buried dog.

Chair Treviño thanked everyone for the appointment to the Chair; congratulated Vice Chair Wada on his appointment; thinks they work well together with district staff; stated that it is about ideas and discussions and that there's never any hard feelings; it's never rude or disrespectful; it's about discussing things so that the best possible results comes out of seven people that make the policies and implement everything in the cemetery; decorations and new office furniture look nice; grass is very green; positive comments continue to come in; it was nice that the lady came today; she had the vehicle to voice her opinion; we listened and will meet; glad we have the vehicle where she can speak to the Board; we will work with her; it was good that she has the opportunity to go through the process.

Vice Chair Wada stated that he sensed the Chair's discomfort in terms of the monthly budget spreadsheets; thinks it is very important to find a way to take the estimated income that we receive from property taxes and somehow create a line item to be able to put in to the monthly budget; could be a number that changes month to month depending on the information that is received; thinks that it will more accurately reflect where we are with the budget instead of a somewhat false narrative that we are in the negative.

Chair Treviño stated that maybe in January or February for the Board's knowledge, we can bring in the accountant so that we are all speaking the same language. Once we speak the same language, thinks that we will be fine; It is one thousand and eighty percent better than what it was a year ago.

Chair Treviño adjourned the meeting at 6:18 p.m. to the next Regular Board of Trustees meeting on January 9, 2020, 4 p.m.