

# 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

### MINUTES

Thursday, September 12, 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 Trevino called Closed Session meeting to order at 4:03 p.m.

**ROLL CALL- Present:** Acting Chair Trevino      Trustee Gonzalez      Trustee Wada

**Selection of Chair** (To finish term ending December 2019)

The current Board of Trustees has tabled the selection of a Chair until the Board is increased to five members.

### **PUBLIC COMMENTS ON CLOSED SESSION ITEMS:**

Pro Builders' attorney stated that he didn't think that they had much to say other than what is in the letter; that they were here to address any questions that Board may have about the letter.

Martin Rodriguez asked the Trustees if they had received a copy of the letter.

Michael Wada stated that he had not received a copy of the letter.

District Manager stated that he would share the letter with Board Members when it's appropriate.

Attorney wanted to make sure that the letter was shared with all Board members.

District Manager confirmed that the letter would be shared with Board Members.

Giancarlo Nencini stated that at the last meeting, there was supposed to be a proposal for them today.

District Manager informed Mr. Giancarlo Nencini that everything is being discussed during Closed Session.

Martin Rodriguez asked if it will be reiterated when it reopens.

District Manager stated that it will just be a brief summary of what occurred.

**RECESS TO CLOSED SESSION:** 4:17 p.m.

**RECONVENE TO OPEN SESSION:** 5:24 p.m. Acting Chair Treviño

1. The Board of Trustees met and directed the District Manager to turn over the letter to General Counsel so that he could review and provide a response and other information to the Board at a future meeting.
2. The Board took a motion not to accept the resignation of the General Counsel.

Martin Rodriguez requested clarification on the letter and on the attorney's resignation.

Acting Chair Treviño clarified that the ACD's attorney's resignation included a time limit that he would work with the Board through the end of September.

Pro Builders' attorney requested to know if the ACD's General Counsel would be contacting him directly.

District Manager informed attorney that General Counsel will have every opportunity to contact him.

Martin Rodriguez requested ACD's General Counsel's information so that Pro Builder's attorney may have it. He requested to know the determination.

Acting Chair Treviño informed Martin Rodriguez that General Counsel will be provided Pro Builders' letter and would formulate a response based on the offer and request in the letter.

Pro Builders attorney wanted to know if work was at a stand-still; and wanted to know if there were any other issues he needed to take on as far as Pro Builders right now.

Acting Chair Treviño directed Pro Builders' attorney to ACD's General Counsel.

Pro Builders' Attorney asked if there was a time frame as to when he could expect a response.

District Manager stated hopefully in a few weeks.

Trustee Gonzalez stated that if sooner, then we would notify him sooner.

Martin Rodriguez requested that Trustee Wada provide his email address to Pro Builders' attorney so that he may start including him in any future emails. Trustee Wada provided his email address.

District Manager advised that the attorney keep the communication with him or with the ACD's attorney. Including the Board of Trustees makes is difficult especially when talking about potential Brown Act violations.

Attorney requested to know which violations.

District Manager stated that we are a public cemetery and because two of the Board of Trustees make up a quorum, and when you add them to one email and give them information, it can be a possible violation of the Brown Act. It is very complicated but would advise to keep it with him or Legal Counsel.

Pro Builders' attorney asked District Manager to have ACD's Legal Counsel contact him; asked if the Board had any questions; asked if they had any questions about the letter; or if they had anything they wanted to talk about before communicating with General Counsel.

### **REGULAR BOARD OF TRUSTEES MEETING**

*(Immediately following closed session)*

**CALL TO ORDER:** Meeting was called to order by Acting Chair Trevino at 5:29 p.m.

**ROLL CALL:** Present: Acting Chair Trevino      Trustee Gonzalez      Trustee Wada      Absent: 0

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

**INVOCATION:** Trustee Gonzalez led the invocation

**AGENDA:** Trustee Wada motioned to approve the agenda. Trustee Gonzalez seconded the motion. Unanimous approval

**PUBLIC COMMENT:** No public comment

### **DISTRICT MANAGER'S REPORT**

District Manager Mendoza provided his update. Trustee Wada recommended that District Manager reach out to the ABC Adult School for data entry volunteers, website design, answering phones, because instructors may provide credit. District Manger will contact the ABC Adult School to inquire about volunteers.

District Manager informed Board that he will be meeting with a Financial Advisor that invests Endowment Funds for cemeteries, in order to get more revenue. Interest earned will be used to pay the \$900,000 owed to the fund and wants to know if we can invest Endowment funds to earn revenue in order to pay off the debt. The Golf Cart has been retrieved and it is parked at the cemetery and does not work. It was at the previous Manager's home. They were upset because it had not been picked up. District Manager asked how the cart got there, but they could not answer.

Trustee Wada asked about the issue with the Trust Fund and the issue of the cemetery property being at a private residence, seem to be criminal acts and are questionable.

District Manager stated that the County's investigative unit is looking into the matter and has kept them up to speed with what has happened here. There is a dog that has been buried in the back. We have to take it out. It is also illegal.

Approved: October 10, 2019

Trustee Gonzalez asked if we were going to take it out.

DM has talked to the dog pound on how to do this. They said that they will pick it up but will not take it out and is negotiating right now so that they could pick it up.

Trustee Wada asked if their unit (County) is investigating, will they institute action, and retrieve money against those that misused it. Believes that the county can liquidate their assets and requested further clarification on what the Trust Fund could be used for.

District Manager clarified the use of the Trust Fund's interest. Currently wants to use the interest to pay-off the \$900,000 debt because bill will be placed on future Trustees, and wants to get it paid within the next 10 to 20 years

District Manager informed the Board that letters were sent out. Robert Yuetter claimed 3 out of 15 plots and when informed that the District Manager was going to review the invoices, Mr. Yuetter did not want to put his grandmother in this situation. He preferred to buy the plots. He was informed that he needed to pay the Endowment for each plot before making payments. He told the District Manager that he would get back to him and never returned. Fifteen plots have been retrieved.

District Manager is looking into a nonprofit organization that paints murals on walls. Non-profit did mural in Norwalk. A mural on the wall on the back of the cemetery will help with the recent graffiti concerns that have been brought to his attention.

Trustee Gonzalez asked if the cemetery would need to pay the organization.

District Manager stated that since the wall is two stories high, the cemetery would possibly need to pay for the paint, and their time. He will send an estimate and will figure out if we could afford it. District Manager will bring design to the BoT for approval.

Trustee Gonzalez asked if we pay them (Muralist).

DM said that we would have to pay them because the wall is two to three stories high, they would need to rent a crane, buy the paint, will take an estimate on how many gallons needed per square foot, and their time. They will do an estimate with how much paint they will need and their time and get two assistants to help out. They are a nonprofit so they don't make any profit so we will have to pay.

Trustee Gonzalez asked about having volunteers that could assist with painting and not tag on the wall because they will feel a part of the cemetery.

Trustee Wada mentioned that the mural volunteers could possibly be our unofficial security.

District Manager will ask about the volunteers.

Trustee Treviño stated that he was excited about the plot retrievals. Knows he's been working on this for a couple of months. It was one of the first things that the DM set out to tackle about 6-7 months ago. Thanked the District Manager for his good work on his report.

**CONSENT ITEMS:** Trustee Gonzalez motioned to approve Items C1, C2, C3 and pull item C4. Seconded by Acting Chair Treviño. Vote: 2 yes, 1 abstention

- C1. MINUTES: August 8, 2019 Board of Trustees Regular Meeting Minutes  
Trustee Gonzalez moved to approve the Minutes of the Regular Board of Trustees meeting of August 8, 2019. Acting Chair Treviño seconded. Trustee Wada Abstained.
- C2. MINUTES: August 12, 2019 Adjourned Board of Trustees Regular Meeting Minutes  
Trustee Gonzalez moved to approve the Minutes of the Adjourned Board of Trustees meeting of August 12, 2019. Acting Chair Treviño seconded. Trustee Wada Abstained.
- C3. MINUTES: August 29, 2019 Board of Trustees Special Meeting Minutes

Approved: October 10, 2019

Trustee Gonzalez moved to approve the Minutes of the Special Board of Trustees meeting of August 29, 2019. Acting Chair Treviño seconded. Trustee Wada Abstained.

- C4. **FINANCE/TREASURER'S REPORT:** Trustee Wada had several questions regarding the District Manager's Financial Report which is why he pulled the item. He requested to know how much income was needed make monthly expenses and if there were other sources of income.

Trustee Wada requested to pull item C4. He stated that he would have to abstain from voting for the minutes because he was not present at the meeting; Based on the materials that he has read there appears to be a disagreement regarding shortened minutes versus longer minutes. His recommendation is to consider the longer minutes because it goes towards the issue of transparency.

Trustee Gonzalez requested to know the approximate income for April, May, and June.

DM said that he did not think that he would make payroll in April. Income was maybe \$10,000 - \$12, 000 but has not gone back to do those. This was due to the expenses. There was a lot of debt. He thought he may need to choose between paying the IRS \$12,000 debt or payroll. Increase in sales may be due to no debt, grass is green, hiring the landscaping company, customer service, raising headstones. Lots of people are coming around and saying that the cemetery looks nice.

Trustee Wada asked how much income is need in order to pay all of our expenses, including payroll.

District Manager stated that a minimum of \$42,000 a month was needed to make expenses; sometimes we have unexpected expenditures. The district receives income from taxes, Supervisor Hahn, and sales. He reviewed yearly tax allocation funds. Funds that were allocated to the district in January were used to pay off the debt with Acountemps. He reviewed the Actual Sales sheets. Stated that the Endowment Fund was at \$32,000 in March, and further explained the budget.

Acting Chair Treviño asked about sales. District Manger stated that there was in increase in sales in August and that it was due to word of mouth, the landscaping, and that the cemetery is beginning to look greener; There are also repeat customers.

Trustee Wada stated that it appeared that the district's monthly income has been healthy.

Trustee Wada motioned to accept the District's Manager Monthly Financial Report for August 2019. Trustee Linda Gonzalez seconded the motion. Unanimous approval

## **ACTION ITEMS**

- A1. **MINUTES: EDITS AND ADOPTIONS:** District Manager reviewed the difference between both sets of Minutes in the Trustees' binders. Meetings were not recorded (tape) for those dates which is why he recommends that the detailed Minutes be adopted. We may need the information to protect themselves.

Trustee Wada stated that he needs to abstain from voting but encourages transparency.

Trustee Gonzalez agreed with Trustee Wada and agrees that minutes need to be maintained as professional as possible; wants detail.

Acting Chair Treviño was concerned with what details go in and what details are out. He was concerned with certain key details missing on the August 8<sup>th</sup> Minutes, and asked if we could obtain some kind of recording so that they can go with the detail but have some kind of backup.

District Manager stated that the reason that his comments are missing on the Minutes of August 8<sup>th</sup>; was because the previous Chair told the District Manager at the previous Board Meeting, that the Board did not want his commentaries or his dialogue on the Minutes, that the Board only wanted written what they acted on; He was going based on what he was directed to do which was not to add his comments to the Minutes which is why they were retracted , if not they would have been added.

Acting Chair Trevino referred to Trustee Gonzalez comments in the Minutes where she apologizes for language and loudness and stated that someone reading the Minuets could ask what language was used. He supports the details and suggested to purchase a tape recorder.

Trustee Gonzalez asked if the District Manager could check if the security cameras could record voices.

District Manager will look into a center piece tape recorder.

Trustee Wada fully supports and agrees with Acting Chair Treviño's recommendation, recording the Board of Trustee meetings; suggested to memorialize a physical copy and place it on the cloud.

Trustee Gonzalez motioned to keep details on the Minutes of July 11<sup>th</sup> and July 16<sup>th</sup> Board of Trustee Minutes. Seconded by Acting Chair Treviño. Vote 2 Yes, 1 Abstention

- a) MINUTES: July 11, 2019 Board of Trustees Regular Meeting Minutes  
Trustee Gonzalez motioned to approve the original minutes of the Regular Board Meeting of July 11, 2019. Acting Chair Treviño seconded. Trustee Wada abstained.
- b) MINUTES: July 16, 2019 Board of Trustees Special Meeting Minutes  
Trustee Gonzalez motioned to approve the original minutes of the Special Board Meeting of July 16, 2019. Acting Chair Treviño seconded. Trustee Wada abstained.

Trustee Wada motioned that the Board of Trustee Meetings be memorialized through Technology at the choosing of the District Manager. Trustee Gonzalez seconded the motion. Unanimous approval

A2. RESOLUTION-001: ADOPTING ANTI-FRAUD POLICY

District Manager recommended to memorialize the Resolution; Auditor recommended that we have a policy in place: He stated that the attorney also recommended a policy in place: Cemeteries are recognized for adopting this policy; Due to previous staff, District Manager will be sharing the policy with staff so that they know the procedures and protocols.

Acting Chari Treviño asked if the Resolution needed two readings.

District Manager stated that Resolutions do not need to be read twice only Ordinances.

Trustee Wada motioned to approve Resolution 2019-002 Anti-Fraud Policy. Seconded by Trustee Gonzalez. Unanimous approval

A3. RESOLUTION-002: ADOPTING CHANGES TO THE DISTRICT'S SICK LEAVE POLICIES

District Manager requested to continue this item at the next Regular Board of Trustees Meeting. Trustee Gonzalez motioned to table to the next Regular Board of Trustee Meeting. Trustee Wada seconded. Unanimous approval

A4. RESOLUTION-003: ADOPTING TRUSTEE EXPENSE REIMBURSEMENT POLICY

District Manager Mendoza informed the Board that their recommended revisions were made. The Board lowered meal amounts to make it more reasonable.

Trustee Wada motioned to adopt Resolution 2019-003 Trustee Expense Reimbursement Policy. Trustee Gonzalez seconded the motion. Unanimous approval

A5. RESOLUTION-004: ADOPTING PUBLIC RECORDS ACT GUIDE

District Manager stated the district complies with the state of California which is to respond within 10 days after the request is submitted; Previous meeting it was discussed to eliminate General Counsel from throughout the documents and add LA County Counsel; Urged that we do not do that and keep General Counsel because if we do not have a General Counsel, by default it goes to the County; DM has spoken to County Counsel and each time he has questions they say that they are not experts in cemetery law, you have to find someone that can help you; they keep referring him to cemetery attorneys; they do not want to do the work; If we keep this inhouse, we may be able to respond sooner to requests; It takes long to go through County Counsel;

Trustee Wada stated that he would support using our own lawyer and keeping everything in-house.

Trustee Wada motioned to approve Resolution 2019-004 Public Records Act. Seconded by Trustee Gonzalez. Unanimous approval

A6. RESOLUTION-005: ADOPTING PROTECTIVE FOOTWEAR POLICY

District Manager informed the Board that a staff member had a board fall on his foot and injured his toe; Submitted report to Workers Comp and they followed up; Staff returned to work; We switched from old insurance carrier to a new insurance carrier; The switch dropped our Workers Comp insurance from \$12,000 to \$6,000 we saved half the price. Boots will help with renewal of Workers Compensation insurance; Boots range from \$150-175;

Trustee Gonzalez asked if the boots were for employees and District Manager; Wanted to know what happens with Community Service volunteers;

District Manager stated that he could purchase boots for himself; Community Service Volunteers do not need boots; They are protected by the program; He does provide gloves and any other protective gear needed to do the work.

Trustee Wada asked if there are any issues with spraying the boots to protect from Athletes foot.

District Manager informed the Board that the boots will belong to the employees and that they will be responsible to maintain them;

Trustee Gonzalez asked if boots would be a part of their uniform.

DM stated that boots will be a part of their uniform and will be required to use them every day. They will also be able to take their uniform home so that they are prepared to work when they come in to work.

Trustee Wada stated that it is important that the District Manager have the authority to send employees home if they do not have their boots or are prepared to work. This is just the District Manager saying it but there are no Board Policies or procedures. It is something that the Board has to approve as a policy and that is what gives it a foundation.

Trustee Gonzalez requested to know when it starts.

District Manger stated that it would start within a week. He will take the staff to purchase the boots next week. If staff wears out the boots within a year, the district will purchase another pair for them. But if not, they will give them two years. It's supposed to start in January but will get boots now.

Trustee Wada motioned to approve Resolution 2019-005 Protective Footwear Policy. Trustee Gonzalez seconded the motion. Unanimous approval.

A7. RESOLUTION-006: REQUESTING TO INCREASE THE NUMBER OF MEMBERS OF THE BoT TO 5

District Manager stated that Resolution it to expand the Board from 3 Board Members to 5 members; District has 6-7 cities that it represents but would like to expand it more; Has been speaking to LAFCO to see if he could include Bellflower; Is hoping that if Bellflower is included we can get more business and they will not have to pay a non-residence fee; Same thing with Lakewood and Cerritos because we do not have all of them; Having 5 members will allow us to have more representation and a diverse Board;

Trustee Wada asked who made the decisions about boundaries should additional Trustees become available.

DM responded LAFCO.

Trustee Treviño called the County and the County is eager to move to five Trustees.; It's going to take approval by the Board of Supervisors, and it has to get on their agenda. He would like some stipulation on how to recruit future Trustees to remove the appearance of conflict of interest. He thinks the Board should be the body that is in charge of selecting the Trustees; Would like to see

that it is added into the language that the Board is the body that makes the recommendation and the selections.

District Manager stated that this might be an issue with the County because that is the authority of the Supervisors. Not sure if they are ready to relinquish that. Thinks that it may need to be a separate ask, that way they feel more comfortable with it. District Manager stated that the Board of Supervisors is the body that approves appointments.

Trustee Wada asked Acting Chair Treviño if he wanted to include it in this resolution or if he would like to do a two-part thing so that the county can get it on their schedule. We could pass this and then we could develop the language that would meet what he was saying and then vote on that. In the meantime, the county is going through the process of expanding to 5.

Direct the District Manager to provide the language and we can also direct him to talk to someone to determine whether that is acceptable.

Acting Chair said that they have a Commission Services they say yes, and then it goes to the Board of Supervisors and they say yes.

Under the heading of discussion, we can approve and then direct the District Manager to produce what Acting Trevino stated.

Trustee Wada motioned to approve item A7- Resolution 2019-006 Requesting to Increase the Number of Members of the Board of Trustees to 5. Trustee Gonzalez seconded. Unanimous approval

Trustee Wada motioned that the Board directs the District Manager that we 'Board' write a policy where the Board of Trustees will recommend individuals to Commission services to sit on our Board of Trustees when we expand to 5, so that we make the recommendations.

Trustee Wada requested to have the Minutes reflect that the Acting Chair Treviño and Trustee Wada jointly introduced this motion.

Trustee Gonzalez stated that Tony was going look to seeing if that is ok.

All agreed that it was a part of the motion.

DM clarified that we can't write a policy telling them what to do but thinks we can let them know that we are interested in this process.

Trustee Wada and Acting Chair Treviño jointly motioned that the Board directs the District Manager that we 'Board' write a policy where the Board of Trustees will recommend individuals to Commission Services to sit on our Board of Trustees when we expand to 5, so that we make the recommendations. Seconded by Trustee Gonzalez. Unanimous approval

**A8. PURCHASE OF NEW BACKHOE AND UTILITY CART**

Predecessors entered into a contract that they were not authorized to enter into this contract. Lease company is willing to take \$40,000 of the \$50,000 that is owed. District Manager has a buyer for the equipment; Will sell the equipment for \$34,000; District would need to pay \$6,000. District Manager would enter into a new lease and purchase a new excavator with wheels and a Utility cart with 4 seats. New lease would be close to the current lease payment.

Trustee Treviño asked where the \$6,000 would come from? DM stated that the \$6,000 would come out of the general account.

Trustee Gonzalez asked if there was a place to store the equipment? Is there a buyer? Where is the new equipment coming from? Is it coming from the U.S.? Is it from here in California? Will staff be trained.

District Manager has been working on this issue for two months; Funds would be coming out of the general account(Credit Card account); Cannot call buyer until he is ready to sell the equipment; New equipment would be coming from Long Beach, CA; They are giving the cemetery a government rate; Staff will be trained.

Trustee Wada stated that it seemed that the new deal can be accomplished as soon as tomorrow; New equipment will not tear the grass.

Trustee Wada motioned to approve item A8, the purchase of the New Backhoe and Utility. Seconded by Trustee Gonzalez.

Acting Chair Treviño asked if the motion was contingent upon the sale of the two items.

Trustee Wada and Trustee Gonzalez accepted the amendment to be contingent upon the sale of the two other pieces of equipment. Unanimous approval

A9. 2019 APPROVED BUDGET AND PROGRESS UPDATE

Acting Treviño asked to place this item on the agenda. He would like to see the tax roll.

District Manager stated that there are two major disbursements in April and January. He has not received the list with dates with amounts allocated to district by the be county.

Trustee Treviño stated that the district needs \$42,000 a month and wanted to know if the district was going to make it until the end of the year without additional revenue; \$126,00 in expenses until December; Is concerned that numbers may come up short without the sales revenue; What is the plan to get the money for sales? Cemetery has turned around; Numbers don't make sense.

District Manager feels good about the sales and taxes; Hoping to survive the Fall; Hard to predict how much the districts will get from the County; excited about future months

Trustee Wada stated that school districts have to borrow and pay back and asked if the cemetery district could do the same. District Manager stated that the Cemetery District had to borrow monies last year.

Trustee Gonzalez asked if the cemetery could be promoted with other Chamber of Commerce? Can we promote with other cemeteries? Can we do a Mixer with them to promote our cemetery?

District Manager stated that all other public cemeteries are full and do not accept anyone anymore. They send them to us. We have 700 plots. Still finding plots. Block maps are not accurate. There are vacant spots between plots. Answer is not lowering the prices but raising the standard.

Trustee Treviño stated that it didn't happen by itself. Yours, Ana, and staff hardwork. Profit and loss, endowment comes up as an income. Suggested to set up an exchange account in Quickbooks so that money comes in and comes out and cancels out. Concern is with the revenues.

Trustee Wada asked about item 5040. Budget is reduced in 2020 and was wondering why it happened.

DM explained why the budget was reduced. Previous Chair had her reason behind the reduction. He was not a part of the meeting.

Trustee Wada asked if the position is eliminated, who will be in the office while the DM is out with customers, who would answer the phone and who would take the minutes;

Trustee Gonzalez stated that they were going with what other cemeteries were doing with having one person in the office; Did Ana say that she would only give us one year of her time;

Trustee Wada questioned the 4900 account, City of Cerritos Lease. We receive nothing and the reduction in personnel does not jive with giving away something.

District Manager stated that we have a contract but we do not get anything out of it. They said that they would reduce the Reclaimed Water but does not see it.

Acting Chair Treviño stated that they were under the understanding that funds were for one year only. He spoke to District Manager that if he wanted to keep the position open that we could need to increase our sales. Nothing to do with Ana personally. It was a one-time funding to staffing the individual.



District Manager has been told that funding was going to close. Has a month to month contract; There's misinformation;

Trustee Wada asked if funds are drying up in February. We have a reserve of 4,000 that could give staff some stability; Requested that Tony further investigate and maybe at the next meeting restore the line item; Has a problem with budget line 4900; We should not be giving anything away; We should be getting at least something.

District Manager stated that there is a window (Lease) ; it's a one-year contract, if it's not triggered it will last for another year, maybe in October.; Will check with the attorney, if the Board wants to pursue it. If we have the Special Meeting, we can include it in the agenda; We need to give notice to let them know that we want to negotiate. Maybe you can make a motion to direct the District Manager to speak to the attorney on how we can set a motion to contract negotiations with Cerritos.

Trustee Wada motioned to direct the District Manager to ask the attorney to set a motion for negotiations with the City of Cerritos related to the Park Lease. Seconded by Trustee Gonzalez. Unanimous approval

**A10. SALES AND MARKETING STRATEGIC PLAN FOR INCREASING SALES**

Trustee Treviño mentioned the Sales and Marketing Strategic Plan before; Requested that the district track how the client heard about the cemetery in order to see what works and what doesn't.

Trustee Gonzalez asked if we could put a commercial on RTA.

District Manager will ask about commercial.

Received and file

**BOARD COMMENTS**

Trustee Wada stated that it was important to have Board Policies and procedures. It's a foundation on how we operate. In some of the document there is a reference to Board policies and procedures. It's his understanding that the lawyer has boilerplate policies and procedures that he would make available to us. Recommends that we acquire them and customize them. It may require a Special Session on our part to go through this. Believes it is of the utmost importance.

Trustee Gonzalez welcomed Michael Wada.

Trustee Treviño welcomed Trustee Wada. Look forward to working with Trustee Wada. You bring structure to the table you are a fresh set of eyes. It's a work in progress. Was left in shambles by the previous team. There plenty of litigation. Policies, as District Manager writes them and designs them one by one, that is the foundation. You are right, have a special study session and go through them.

Trustee Wada stated that we may need a special session for us to sit down and hone it to our own particular situation.

Meeting was adjourned at 7:30 p.m.

The next Regular Meeting of the Board of Trustees will be held on Thursday, October 10, 2019, at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.