

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, 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

ROLL CALL- Secretary

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

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

This time is for members of the public to address the Board of Trustees on any item on the Closed Session agenda. There is a three-minute time limit.

RECESS TO CLOSED SESSION

1. Conference with Legal Counsel--Potential Initiation of Litigation Pursuant to Government Code Section 54956.9 (4) One Potential Case
2. General Legal Counsel Notice of Resignation

RECONVENE TO OPEN SESSION

ORAL CLOSED SESSION ANNOUNCEMENT AND/OR ACTION FROM CLOSED SESSION TO BE TAKEN IN OPEN SESSION

REGULAR BOARD OF TRUSTEES MEETING

(Immediately following closed session)

CALL TO ORDER- Chair

ROLL CALL - Secretary

PLEDGE OF ALLEGIANCE- Trustee

INVOCATION- Trustee

AGENDA- Approval of Agenda

PUBLIC COMMENT - Three Minute Limit

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the General Manager at (562) 865-6300 or info@artesiacementerydistrict.com. Notification 48-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Artesia Cemetery District Office located at 11142 Artesia Boulevard Cerritos, CA 90703 during regular business hours, 9:00 a.m. – 4:00 p.m., Monday through Friday. Agenda items are also available online at www.artesiacementerydistrict.com.

The Artesia Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. No discussion or action will be taken on any items that are not on the Agenda.

DISTRICT MANAGER'S REPORT

D1. ACD Update

CONSENT ITEMS

- C1. MINUTES: August 8, 2019 Board of Trustees Regular Meeting Minutes
Recommendation: Staff recommends that the Board review, make edits, and approve the minutes of the Regular Board Meeting of August 8, 2019.
- C2. MINUTES: August 12, 2019 Adjourned Board of Trustees Regular Meeting Minutes
Recommendation: Staff recommends that the Board review, make edits, and approve the minutes of the Regular Board Meeting of August 8, 2019 and adjourned to August 12, 2019.
- C3. MINUTES: August 29, 2019 Board of Trustees Special Meeting Minutes
Recommendation: Staff recommends that the Board review, make edits, and approve the minutes of the Regular Board Meeting of August 29, 2019
- C4. FINANCE/TREASURER'S REPORT
DM Monthly Financial Report: August 2019 Sales Report/ Monthly Balance Sheets

ACTION ITEMS

- A1. MINUTES: EDITS AND ADOPTIONS
- a) MINUTES: July 11, 2019 Board of Trustees Regular Meeting Minutes
Recommendation: Staff recommends that the Board approve the original minutes of the Regular Board Meeting of July 11, 2019
- b) MINUTES: July 16, 2019 Board of Trustees Special Meeting Minutes
Recommendation: Staff recommends that the Board approve the original minutes of the Regular Board Meeting of July 16, 2019
- A2. RESOLUTION-001: ADOPTING ANTI-FRAUD POLICY
- A3. RESOLUTION-002: ADOPTING CHANGES TO THE DISTRICT'S SICK LEAVE POLICIES
- A4. RESOLUTION-003: ADOPTING TRUSTEE EXPENSE REIMBURSEMENT POLICY
- A5. RESOLUTION-004: ADOPTING PUBLIC RECORDS ACT GUIDE
- A6. RESOLUTION-005: ADOPTING PROTECTIVE FOOTWEAR POLICY
- A7. RESOLUTION-006: REQUESTING INCREASE THE NUMBER OF MEMBERS OF THE BoT TO 5
- A8. PURCHASE OF NEW BACKHOE AND UTILITY CART
- A9. 2019 APPROVED BUDGET AND PROGRESS UPDATE
- A10. SALES AND MARKETING STRATEGIC PLAN FOR INCREASING SALES

BOARD COMMENTS

This is the time for additional general comments and/or other issues of concern to the Board of Trustees that may briefly be presented at this time.


ADJOURNMENT

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.

CERTIFICATION

I, Antonio Mendoza, General Manager of the Artesia Cemetery District, do hereby certify that a copy of the foregoing agenda was posted at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, California, and on the District's website at least 72 hours prior to the time of this regular meeting.

Date: Monday, September 9, 2019


Antonio Mendoza, District Manager