

Artesia Cemetery District

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

Board of Trustees

Chair Michael Wada

Vice Chair Allison Stewart

Trustee Linda Gonzalez

Trustee Osvaldo Palhinha

District Manager Antonio Mendoza

District Counsel Steven B. Quintanilla

REGULAR MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday June 11, 2020

4:00 P.M

TELECONFERENCED MEETING

(Conducted Pursuant to Governor Executive Order N-29-20)

VERY IMPORTANT COVID-19 INFORMATION

MEMBERS OF THE PUBLIC WILL BE ABLE TO LISTEN TO THE TELECONFERENCED REGULAR BOARD MEETING AND SUBMIT PUBLIC COMMENTS VIA TELEPHONE AT THE DISTRICT'S OFFICE.

SOCIAL DISTANCING OF 6 FEET OR MORE SHALL BE COMPLIED WITH AT ALL TIMES DURING THE BOARD MEETING

A FACE MASK SHALL BE WORN WHILE PRESENT IN THE DISTRICT OFFICE WHICH COVERS THE NOSE AND MOUTH. FACE MASKS MAY BE FACTORY-MADE, AS WELL AS FOLDED OR SEWN, AND CAN BE IMPROVISED USING HOUSEHOLD ITEMS LIKE SCARVES, T-SHIRTS, SWEATSHIRTS OR TOWELS.

MEMBERS OF THE PUBLIC SHALL NOT ATTEND THIS SPECIAL MEETING IF THEY ARE EXPERIENCING SYMPTOMS OF RESPIRATORY ILLNESS, INCLUDING FEVER OR COUGH.

PLEASE REFRAIN FROM USING CELL PHONES AND SILENCE ALL ELECTRONIC COMMUNICATION DEVICES WHILE THIS PUBLIC MEETING IS IN SESSION.

1. CALL TO ORDER – Chair

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.

2. **ROLL CALL** – Secretary
3. **PLEDGE OF ALLEGIANCE** – Trustee
4. **AGENDA** - Approval of Agenda
5. **PUBLIC COMMENT** - Three Minute Limit

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.

6. **CLOSED SESSION**

A. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957

District's Designated Representative: Michael Wada, Chair

Unrepresented Employee: District Manager

7. **CLOSED SESSION ANNOUNCEMENTS**

8. **DISTRICT MANAGER'S REPORT**

- A. **ACD UPDATE**
- B. **COVID-19 PANDEMIC PROTECTIVE MEASURES**
- C. **FINANCE/TREASURER'S REPORT**

9. **CONSENT ITEMS**

- A. **MINUTES: May 18, 2020 Regular Board Meeting Minutes**
Recommendation: That the Board review, make necessary corrections, and approve the minutes of the May 18, 2020 Regular Board Meeting.
- B. **MINUTES: May 29, 2020 Special Meeting Minutes**
Recommendation: That the Board review, make necessary corrections, and approve minutes of the May 29, 2020 Special Board Meeting.

10. **ACTION ITEMS**

A. **LEGAL SERVICES INVOICES**

Recommendation: That the Board authorize payment of outstanding legal invoices.

B. **RESOLUTION 2020-011 AUTHORIZING AND APPROVING CERTAIN BUDGET ADJUSTMENT TO FISCAL YEAR 2019-2020 BUDGET**

Recommendation: That the Board approve and adopt Resolution 2020-011 authorizing and approving an adjustment of the FY 2019-2020 Budget to authorize the transfer of necessary funds from Unallocated General Reserve Funds to Operating Expenses to accommodate the payment of retroactive pay (\$15k), settlement payments (\$1k), and legal fees (\$20,000) due to unanticipated legal issues.

C. DISTRICT MANAGER 2019-2020 EMPLOYMENT AGREEMENT

Recommendation: That the Board orally report a summary of any negotiated changes to the District Manager's 2019-2020 Employment Agreement regarding the District Manager's salary and compensation related to any benefits.

D. DISTRICT MANAGER 2020-2021 EMPLOYMENT AGREEMENT

Recommendation: That the Board orally report a summary of any negotiated terms and conditions of the District Manager's 2019-2020 Employment Agreement regarding District Manager's salary and compensation related to any benefits.

E. RESOLUTION 2020-012 APPROVING AND ADOPTING the FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATIONS LIMIT

Recommendation: That the Board approve and adopt Resolution 2020-012 adopting the Fiscal Year 2020-2021 Budget and annual appropriations limit.

F. ACD SIGNAGE PROPOSAL

Recommendation: That the Board review the proposals and consider retaining signage from Signs & Services for the ACD, which appears to be lowest responsible proposal.

G. WORKERS' COMPENSATION - SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

a. RESOLUTION 2020-009 APPROVING MEMBERSHIP IN THE SDRMA's JOINT POWERS AUTHORITY FOR WORKERS' COMPENSATION COVERAGE PROVIDED BY SDRMA

Recommendation: That the Board approve and adopt Resolution 2020-009 approving membership in the SDRMA's Joint Powers Authority for Workers' Compensation coverage provided by SDRMA.

b. RESOLUTION 2020-010 APPROVING EXTENDING WORKERS' COMPENSATION INSURANCE COVERAGE TO TRUSTEES AND VOLUNTEERS

Recommendation: That the Board approve and adopt Resolution 2020-010 to extend Workers' Compensation Insurance coverage to the Trustees and volunteers.

H. SOCIAL MEDIA-WEBSITE DISCUSSION

Recommendation: That the Board provide direction to staff.

11. 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.

12. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Thursday, July 9, 2020 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.

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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, June 8, 2020


Antonio Mendoza, District Manager