

Artesia Cemetery District

Meeting Location: 11911 Artesia Blvd., Suite 104A, Cerritos, CA 90703

Board of Trustees

Trustee Rene Treviño

Chair Lynda Johnson

Trustee Linda Gonzalez

District Manager

Antonio Mendoza

REGULAR MEETING OF THE BOARD OF TRUSTEES

MINUTES

Thursday, August 8, 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- Meeting was called to order by Chair Johnson at 4:04 p.m.

ROLL CALL- Present: Trustees Rene Treviño, Trustee Linda Gonzalez, Chair Lynda Johnson

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: No public comments

RECESS TO CLOSED SESSION: Meeting reconvened at 4:17 p.m.

The Board voted to postpone the Agreement consideration of the Cerritos Rosewood Park lease for one year. Unanimous vote.

REGULAR BOARD OF TRUSTEES MEETING

(Immediately following closed session)

CALL TO ORDER- Meeting was called to order by Chair Johnson at 4:18 p.m.

ROLL CALL - Present: Trustees Rene Treviño, Trustee Linda Gonzalez, Chair Lynda Johnson

PLEDGE OF ALLEGIANCE- Led by Trustee Gonzalez

INVOCATION- Led by Trustee Gonzalez

AGENDA- Chair Johnson recommended that Agenda description match with Staff Report(s) subject line(s). Trustee Treviño motioned to approve the agenda with the Chair's recommendation. Trustee Gonzalez seconded. Unanimous approval.

PUBLIC COMMENT – No public comments.

DISTRICT MANAGER'S REPORT

D1. ACD Update: Three Member Board of Trustees: Only one member of the board may serve on each sub-committee. Trustee Gonzalez will serve on the Grand Re-Opening and Día de Los Muertos event sub-committees.

Trustee Treviño requested to know why staff were needed at the public events: Staff should not be paid from the allocation; Recommended that the DM look for volunteers to help at events.

Chair Johnson requested that receipts and post event expense reports be submitted for each event; Wanted to know cost of the re-dedication plaque; Needs to follow-up on protocol to place the Supervisor's name on the plaque; Would like to revisit the \$1,400 ACD event budget; Requested

that the District Manager inform her if he will be attending Jury Duty and that he submit the daily Jury Duty form as proof of his attendance.

CONSENT ITEMS: Chair Lynda Johnson pulled Consent Items C1, C2, and C3.

- C1. MINUTES: July 11, 2019 Board of Trustees Regular Meeting Minutes: Chair Johnson requested the following: a vote on the General Manager's contract needed to be indicated on the minutes; condense the Minutes to action and vote; no transcripts; indicate only the clarifying questions; No vote was taken to approve the Minutes. Item was continued with edits to the next Regular Board of Trustees Meeting.
- C2. MINUTES: July 16, 2019 Board of Trustees Special Meeting Minutes: Chair Johnson requested the following: Remove the "wordy" words in Minutes; Condense the minutes; Only add action and vote; requested clarification from Legal Counsel on whether minutes could be disseminated to the public prior to approval from the board. No vote was taken to approve the Minutes. Item was continued with edits to the next Regular Board of Trustees Meeting.
- C3. FINANCE/TREASURER'S REPORT: Chair Johnson requested further details on the Actual Sales report. Trustee Gonzalez motioned to accept the Finance/Treasurer Report. Trustee Treviño seconded. Unanimous approval.
- C4. REVISED FEE SCHEDULE: Adopted unanimously by the Board of Trustees
- C5. MARKER DIMENSIONS: Adopted unanimously by the Board of Trustees
Trustee Treviño motioned to approve Consent Items C4 and C5. Trustee Gonzalez seconded. Unanimous approval.

ACTION ITEMS

- A1. ANTI FRAUD RESOLUTION AND POLICY; Chair Johnson requested a 1st reading and then a 2nd reading for policies; Requested to approve policies at 2nd reading; And replace Riverside County to Los Angeles County.
Trustee Treviño is concerned with including General Counsel on Resolutions; prefers to include County Counsel because of cost; Requested to remove General Counsel throughout the document and replace it with County Counsel. No vote was taken to approve the Anti-Fraud Resolution and Policy. Item was continued with edits to the next Regular Board of Trustees Meeting.
- A2. ACD EMPLOYEE HANDBOOK SICK LEAVE: Chair Johnson needs more clarification. No vote. No vote was taken to approve the ACD Employee Handbook Sick Leave. Item was continued to the next Regular Board of Trustees Meeting.
RESOLUTION ADOPTING TRUSTEE EXPENSE REIMBURSEMENT POLICY: Trustee Trevino requested to remove the reasonable gratuities not exceeding 15% for meals and 15% gratuity for Uber and Lyft; he suggested to include \$10 limit for Breakfast, \$12.50 for Lunch, and \$15.00 for Dinner. No vote was taken to approve the Resolution Adopting Trustee Expense Reimbursement Policy. Item was continued with edits to the next Regular Board of Trustees Meeting.
- A3. PUBLIC RECORDS ACT GUIDE: Chair Johnson stated that all Public Records request made to the Cemetery must go through County Counsel, even if it's a verbal request. Stated that it was District Policy adopted by the Board.
- A4. BOTTOMLESS VAULTS (RESOLUTION ADOPTING A HYBRID GREEN BURIAL POLICY): Replace Rialto with Los Angeles County. Trustee Treviño motioned to adopt

Resolution 2019-005: Hybrid Green Burial Policy with corrections. Chair Johnson seconded. Unanimous approval.

- A5. OATH OF OFFICE: Chair Johnson stated that she had already taken her Oath of Office. Same with Trustee Treviño. Trustee Gonzalez will arrange to take her Oath of Office elsewhere. No vote was taken.
- A6. REMODEL UPDATE AND POTENTIAL CONTRACT AMENDMENTS: Chair Johnson is concerned with items 1-4. She feels that language could be accusatory and asked General Counsel for clarification on how item would be addressed in Closed Session; Requested a walking tour of the cemetery to view the work that had been completed.

BOARD COMMENTS

Chair Johnson asked Martin Rodriguez to address the Board.

Mr. Rodriguez stated that he had spoken to Joshua Hussey and would be meeting with him; He has been hired as a contracted employee of Pro Builders Design Consultant; Many of the items on the list have been corrected; There are 3 partners of the company- Jose (JJ) Santoyo, Giancarlo Nencini and could not remember the name of the third partner; Could not recall if Contractors had a Contractor's License; He will ask if the Pro Builders' License is suspended. He suggested that it is best to go through the list during a tour of the site.

Trustee Trevino stated that he is disappointed with items on the District Manager's list because they have been corrected; The list is inflammatory and is making the list longer than it needs to be; Asked why corrected items were on the list; Remembered that there was rotted termite wood which may incur more cost and that there may be more items at the site that may need more work.

Chair Johnson wanted to know why items that have been corrected were placed on the agenda.

Trustee Gonzalez stated that JJ Santoyo mentioned at the Board meeting that the ACD would pay only what was listed to pay, that the price he gave the ACD, was the price the ACD would pay and, it is what it is. Also, for security reasons, Pro Builders' staff would be spending the night at the cemetery, but no one stayed at the cemetery.

Legal Counsel stated that if the Contractor's license was suspended, it will be up to the Board to make the contract invalid.

Meeting was ended at 6:23 p.m. and was adjourned to Monday, August 12, 2019, 4:00 p.m. at the Artesia Cemetery District, 11142 Artesia Blvd., Cerritos, CA 90703.