

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, October 8, 2020

4:00 P.M

1. CALL TO ORDER Chair Wada called the meeting to order at 4 p.m.

2. ROLL CALL

PRESENT: All Board of Board of Trustees were present.

3. PLEDGE OF ALLEGIANCE

Vice Chair Stewart led the Pledge of Allegiance.

4. AGENDA

Trustee Gonzalez motioned to approve the agenda. Seconded by Vice Chair Stewart.

Unanimous Approval

5. PUBLIC COMMENT

Public comment read by Trustee Linda Gonzalez.

6. CLOSED SESSION

No Closed Session

7. CLOSED SESSION ANNOUNCEMENTS

No reportable actions.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul Kaymark, Financial Consultant, reviewed Financial Statements with Board of Trustees. He will be working with the Auditor and is working hard so that the ACD receives a clean audit.

Trustee Palhinha motioned to approve the Finance Report. Seconded by Trustee Laughlin.

Unanimous Approval

B. ACD UPDATE

General Manager reported that the new lowering device works well. Staff received IIPP & HIPP training from an outside vendor and will participate an on-online training. Staff installed three double depth vaults which was good practice. Signage has been installed and General Manager has received positive comments. Staff continues to target dry spots which makes the ACD look greener.

Audit: We are expecting a rough draft at the end of the month. Finance Consultant will review and provide a response, if needed. Auditor would like to present results to the Board. Results will also be forwarded to the County and placed on the website.

Strategic Plan: General Manager Mendoza spoke to a company that creates Strategic Plans by phases. General Manager may need a subcommittee or may request the Board's suggestion as a whole; needs to find out how much input is needed.

Upright Consideration: General Manager reviewed the Board approved headstones & guidelines. He presented a sample of a headstone that a client requested to be brought to the Board of Trustees for their consideration. Board has given the General Manger guidelines that he must adhere to. Board agreed to stay with current policy

General Manager Mendoza and Ana participated in a Human Resource webinar. Next year, General Manager Mendoza will participate in a study group to become a certified Special District Manager.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

There are no Covid updates. We are consistent with our message. Adhering to same procedures/protocols. Same message and disclaimer.

9. CONSENT ITEMS

A. MINUTES: September 10, 2020 Regular Board Meeting Minutes

Trustee Laughlin motioned to approve September 10, 2020 Minutes of the Regular Board Meeting. Seconded by Trustee Palhinha. **Unanimous Approval**

B. ORDINANCE 2020-01 RESTRICTING THE USE OF CEMETERY DISTRICT PROPERTY (Second Reading)

Roll Call Vote: Yes- 5 No- 0 Abstention- 0 Absent- 0
Unanimous Approval

10. ACTION ITEMS

A. RESOLUTION 2020-022 ADOPTING AN ELECTRONIC DATA POLICY

Trustee Laughlin motioned to approve Resolution 2020-022 Adopting an Electronic Data Policy. Seconded by Vice Chair Stewart.

Roll Call Vote: Yes- 5 No- 0 Abstention- 0 Absent- 0
Unanimous Approval

11. BOARD COMMENTS

Trustee Palhinha has a concern about the website. He would like to add it to the agenda next month and talk about and see how much it would cost. Asked the General Manager if he can find out if somebody can give them information. Trustee Palhinha’s ideas are to have two different sections with pictures such as, one section with pictures from the General Manager which nobody else can use and another section where anybody can place pictures, just as they do right now. Stated that there needs to be a section that looks established and nice where the cemetery page shows the best.

Chair Wada suggested that Trustee Palhinha meet with the General Manager to detail out concerns so that when the General Manager approaches different webmaster type companies he can say, “This is what we are interested in. How much is it going to cost?”

Trustee Palhinha stated that we have the signage, and the cemetery looks green, so it is time to do something.

Chair Wada suggested that Board Members give the General Manager their comments in particular Vice Chair Stewart who has expertise in this area. Stated that today one’s webpage is the face of entity and it is important in making that first impression a positive one.

Trustee Laughlin stated that being the new kid on the block, he is impressed. He has volunteered in a lot of areas such as, Cub Scouts, Boy Scouts, Little League, VFW etc. Has been around the block a time or two and is really impressed with the Trustees and the work that the General Manager and Ana are doing. Had the opportunity to meet with the Auditor. He came to check the signs out and he (Auditor) happened to be here and was happy with the way he was talking and the direction that he was going with the audit. Signage is outstanding. Trustee Laughlin has been in this town since 1971 and had no idea that there was a cemetery. Has been receiving Supervisor Janice Hahn’s emails and receives emails from the Special Districts. Suggested that maybe we can get a website at a cheaper price through the Special Districts. Is happy to be a part of this group.

Vice Chair Stewart: Welcomed Trustee Laughlin. Thanked everyone for being patient with her virtual presence the last month. Is appreciative. Also, asked if we can look into ADVI for the ACD's Facebook. Asked if we had an area on our budget for it? Stated that the Facebook demographics could be changed by area code.

Trustee Gonzalez: Welcomed back Trustee Stewart. Stated that signs are beautiful. Asked if Supervisor Hahn has gotten the chance to see a photo and if she liked them.

Chair Wada: Welcomed back Vice Chair Stewart and said that it was great to have the person and the voice together at the table. Stated that it is such a great challenge to try to participate in a meeting over the phone and that her skill set and his, gives them the opportunity to fully take advantage of everything that they bring to this organization. Is happy to have Vice Chair Stewart back. He also reported that Trustee Osvaldo did the horrible mistake of inviting him to his radio program. Thinks the show has been cancelled because of his presence. But the Chair did enjoy himself.

Trustee Palhinha stated that Chair Wada was a great guest and is thinking of inviting two at a time such as, the Chairman and somebody else. They will talk about the cemetery which is good PR for the cemetery.

Chair Wada stated that they had an opportunity to touch on all kinds of topics including Corona Virus. "For those of you, if you get the opportunity to be on his program, he is very delightful and he asks questions in a comfortable manner not threatening manner. He does not even have a script. It is just a natural flow."

Chair Wada entertained a motion to adjourn the next regular scheduled meeting which would be on Thursday, November 12, 2020 at 4 p.m.

Trustee Gonzalez motioned to adjourn to the next Regular Meeting of the Board of Trustees on Thursday, November 12, 2020 4 p.m. Seconded by Trustee Palhinha. **Unanimous Approval**

Meeting was adjourned at 4:52 p.m.