

**ANTELOPE VALLEY CEMETERY DISTRICT  
LANCASTER CEMETERY**

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**BOARD OF TRUSTEES - GENERAL MEETING  
ANTELOPE VALLEY CEMETERY DISTRICT OFFICE  
MONDAY, MARCH 23, 2020, 2:00 P.M.**

**AGENDA**

- 1. Call meeting to order and attendance.**
- 2. Any emergency items to be added to the agenda.**
- 3. Grounds Crew report:** Brent Thompson.
- 4. Unfinished/Old Business**
  - Status/review of HOM crematory/crematory plans.** MOU updated, signed by Bill Hawkins. Expires in July 2020.
  - Office Remodel:** on hold.
- 5. Minutes: ACTION:** Approve minutes from the February 24, 2020 general meeting.
- 6. Financial report: Anthony Bruneau**
  - A. Review financial reports July 2019 through December 2019. **ACTION:** Approve financial reports July through December 2019.
  - B. Audit in progress with Wayne Smith, C.P.A. Per Mr. Smith - complete by 30 April.
  - C. \$9,700 requested 3/10/2020 from Warrant Account.
- 7. Friends of the Lancaster Cemetery:** Memorial Day possible speaker Mike Garcia D/O.
- 8. Correspondence**
  - A. New Special District Board Member handbook
- 9. Manager's Report**
  - A. Burials for February/March 2020 - see attached
  - B. CAPC Conference in Oxnard – review

**Antelope Valley Cemetery District  
Lancaster Cemetery**

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Agenda: General Meeting, March 23, 2020

**10. New Business**

- A. Discussion on emergency decisions when manager is out of town or unavailable. ACTION needed.
- B. Coronavirus discussion. ACTION on CAPC letter with guidelines and Resolutions.

**11. Old Business**

- A. Employee Misael Rodriguez off work through February 15, 2020 per Kaiser doctor's note. He has not returned to work or brought a doctor's note stating he can return to work at full capacity.
- B. Morgan Stanley assets account \$14, --- (interest) and Endowment Care \$7,--- transferred to savings account.
- C. Reminder! Trustees need ethics training. Free online webinar through SDRMA. D/D sent link to website class to R/C.

**12. Option to Adjourn to Closed Session**

**13. Board comments**

**14.** Next meeting will be held on **Monday, April 27, 2020, 2:00 P.M.** at the District Office.

**15.** Adjourn general meeting at \_\_\_\_\_.