

**ANTELOPE VALLEY CEMETERY DISTRICT
LANCASTER CEMETERY**

111 E. Lancaster Blvd., Lancaster, CA 93535
Telephone and FAX 661.942.6110
E-mail: lancastercem@verizon.net

**BOARD OF TRUSTEES - GENERAL MEETING
ANTELOPE VALLEY CEMETERY DISTRICT
MONDAY, MAY 18, 2020, 10:00 A.M. via Zoom Conference**

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. Discussion on future of this project. (Chapel of the Valley)
 - Office Remodel:** on hold. Discussion on future of this project.
- 5. Minutes: ACTION:** Approve minutes from the February 24, 2020 general meeting. March and April meetings cancelled due to COVID-19.
- 6. Financial report: Anthony Bruneau**
 - A. Financial review A/B. Review financial reports July 2019 through December 2019. **ACTION:** Approve financial reports July through December 2019. Review financial reports from January 2020 – March 2020. **ACTION:** Approve financial reports January 2020 – March 2020.
 - B. Audit in progress with Wayne Smith, C.P.A. Per Mr. Smith - complete by 31 May.
 - C. \$9,700 requested 3/10/2020 from Warrant Account, *received*. \$29,000 requested 5/11/2020.
- 7. Friends of the Lancaster Cemetery:** Memorial Day program cancelled. Will put out flags Thursday – Friday, May 21-22. Virtual memorial planned to stream on Monday 5/25/20.
- 8. Correspondence**
 - A. **CSDA Sexual Harassment training due.** Webinar June 3, 2020 registration needed. (Form sent 5/11/2020 via e-mail to trustees)
 - B. Special Districts magazine Jan-Feb 2020.
 - C. Kern Local Formation Commission notice of filing – Annexation No. 08 to the Tejon-Castaic Water District and Amendment to the T-C Water Dist. Sphere of Influence.

**Antelope Valley Cemetery District
Lancaster Cemetery**

Page 2 of 2

Agenda: General Meeting, May 18, 2020

9. Manager's Report

- A. AVCD Burials Jan – May 2020 (see PDF sent).
- B. COVID-19 information/problems. Applied for grant – denied.
- C. Sheriff/ambulance called by security - incident on May 4, 2020, 2 a.m.
- D. Incident May 12, 2020 1:45 a.m.
- E. Cemetery office projects
- F. Waste Management pickup addition – 2x per week.

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 (see PDF sent).
- C. Discussion on 10% one-time discount on pre-need payoffs for May and June only.
ACTION needed on 10% pre-need payoff discount for May and June 2020.

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. June Workers' Comp physician visit scheduled. **ACTION:** Approve furlough letter to be sent to Mr. Rodriguez.
- B. Morgan Stanley interest assets transferred to savings account \$14,000. \$7,000 endowment care in savings account also at Citizen's Business Bank. **ACTION:** Sod cutter needed, \$1,700 taken out of savings account interest.
- C. All Trustees ethics training completed.

12. Option to Adjourn to Closed Session

13. Board comments

14. Next meeting will be held on **Monday, June 15, 2020, 10:00 A.M.** either at the District Office or via Zoom conference.

15. Adjourn general meeting at _____.