

**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 OFFICE  
MONDAY, FEBRUARY 24, 2020, 2:00 P.M.**

**MINUTES**

1. **Meeting called to order** at 2:02 p.m. by Chairman Owens. Trustees Cook and Poole in attendance along with Board Secretary DeBry and Grounds Supervisor Thompson.
2. **No emergency items added to the agenda.**
3. **Grounds Crew report:** Brent Thompson relayed to the Board that all is well and the grounds are looking good. We will need a new push mower soon as the current one is on its last legs.
4. **Unfinished/Old Business**
  - Status/review of HOM crematory/crematory plans.** MOU updated, need signature from Bill Hawkins. E-mail sent.
  - Office Remodel:** On hold. OSHA - asbestos in office, handicapped bathroom, parking, etc. Quote on Andy Gump ADA compliant restroom: \$334, 1<sup>st</sup> month, \$196 per month thereafter. D/O – cost seems a bit high.
5. **Minutes: ACTION:** MSC R/C D/O to approve minutes from the December 16, 2019 General Meeting. Tabled from January meeting. MSC C/P D/O to approve minutes from the January 27, 2020 General Meeting.
6. **Financial report: Anthony Bruneau**
  - A. Review financial reports. Per Anthony Bruneau - No financial reports currently available.
  - B. D/D Audit in progress with Wayne Smith, C.P.A.
  - C. D/D \$39,000.00 requested 2/7/20 from Warrant Account.
7. **Friends of the Lancaster Cemetery:** Halley Olsen has offered to help with all events.
8. **Correspondence:** A Special District Leadership Academy; April 19-22 San Diego or Sept. 27-30 Lake Tahoe. Possible for manager to attend one of the meetings.
9. **Manager's Report**

Burials for January/February 2020 – see attached. D/D will have a review of the CAPC Conference at the March Board meeting.

**Antelope Valley Cemetery District  
Lancaster Cemetery**

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Agenda: General Meeting, February 24, 2020

**10. Manager's Report**

Burials for January/February 2020 – see attached. D/D will have a review of the CAPC Conference at the March Board meeting.

**11. New Business**

- A. Reminder! Trustees need ethics training. Free online webinar through SDRMA. D/D sent link to website class. Chairman Owens and Manager Dayle DeBry have completed the training. Trustees Cook and Poole need to complete online training.
- B. Received re-appointment notice from Supervisor Kathryn Barger for Chairman Owens.
- C. Concrete needs to be replaced/tree roots in Rose Garden. Tripping hazard. Two quotes. ACTION needed. None taken. Manager needs to obtain one more estimate.
- D. Buy back Misael Rodriguez plot 34-E-S DGC, pre-need contracts 2482/2483, account 373, \$312.00. ACTION MSC R/C C/P to buy back contracts 2482/2483, account 373, in the amount of \$312.00 to Misael Rodriguez.
- E. Discussion on emergency decisions when manager is out of town or unavailable. ACTION needed. None taken. D/D will contact CAPC to see if there is a rule and/or see who is authorized to make decisions when manager is unavailable. Any one or all Trustees?
- F. Discussion on scatter garden/adding additional grass to east Garden Section. D/O need estimate on project. Manager will talk to Grounds Supervisor and make a plan/estimate for the project.

**12. Old Business**

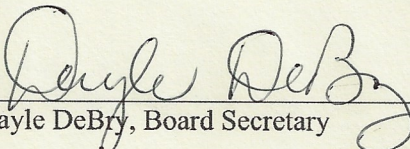
- A. Employee Misael Rodriguez off work through February 15, 2020 per Kaiser doctor's note. He has not returned to work or brought a doctor's note stating he can return to work at full capacity. He is on disability and now appealing Workers' Comp case.
- B. Interest check from Morgan Stanley account deposited in account at Citizens Bank until new financial broker, KESTRA, is set up.

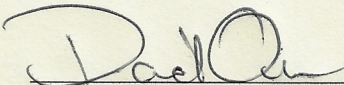
13. MSC C/P R/C to go into Closed Session at 2:47 p.m. Employee salaries discussed. MSC C/P R/C for employees Archuleta, Thompson, and Perez to receive raises. Manager DeBry asked that any increase in her salary go to Archuleta, Thompson and Perez. MSC C/P R/C to return to Open Session at 2:55 p.m.

**14. Board comments**

15. Next meeting will be held on **Monday, March 23, 2020, 2:00 P.M.** at the District Office.

16. General meeting adjourned at 2:56 p.m. by Chairman Owens.

  
Dayle DeBry, Board Secretary

  
David Owens, Board Chairman