

**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.**

**MEETING CANCELLED DUE TO THE COVID-19**

**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 \_\_\_\_\_.