

**ANTELOPE VALLEY CEMETERY DISTRICT
LANCASTER CEMETERY**

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**BOARD OF TRUSTEES - GENERAL MEETING
ANTELOPE VALLEY CEMETERY DISTRICT
WEDNESDAY, JULY 15, 2020, 2:00 P.M. via Zoom Conference
MINUTES**

1. **Call meeting to order at 2:01 p.m. by Chairman Owens.** Trustees Richard Cook and Cynthia Poole; Financial advisor Nadia Dickinson and secretary/manager Dayle DeBry in attendance.
2. **No emergency items added to the agenda.**
3. **Grounds Crew report:** Brent Thompson on vacation. No report.
4. **Unfinished Business:** Status/review of HOM crematory. D/O take off of agenda. Trustees agreed office remodel is on hold for now.
5. **Minutes: ACTION:** MSC R/C C/P to approve minutes from the June 17, 2020 general meeting. March and April meetings cancelled due to COVID-19. (Note: May 18, 2020 already approved – typing error)
6. **Financial report: Anthony Bruneau**
 - A. A/B absent. No financial report from May 2020 to review.
 - B. Nadia Dickinson – KESTRA Investment Services - Endowment Care account – discussion on options. E-mailed codes to Board. Phone meeting with attorney Steven Derryberry. N/D has sent investment information to S/D. D/D will send a sample from a special district website with their investment plan.
 - C. Audit still in progress with Wayne Smith, C.P.A.
 - D. \$7,000 requested 6/11/2020. Request not received by Auditor-Controller. Requested \$30,000 7/15/20.
7. **Friends of the Lancaster Cemetery**

D/D and K/A Researching veterans at cemetery. Purchased/installed two markers for Elmer Swisher and Perry Hawks, both unmarked WWI veterans. Collecting funds for Wreaths Across America. FOLC paid for websites Fold3 and several other pay sites for researching cemetery occupants/veterans.
8. **Correspondence**
 - A. CAPC newsletter hardcopy (at office). Trustees agreed to receive via e-mail instead.
 - B. Letter from Gregory D. Price requesting larger marker. D/D change size requirement.

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Lancaster Cemetery**

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Minutes: General Meeting, July 15, 2020

9. Manager's Report

- A. AVCD Burials June-July 2020 (see PDF attached).
- B. Results from 10% off for pre-need payoffs as of 6/30/2020. Approx. \$21,000 in payoffs. (see attached)
- C. Minimal water leak near Freedom Corner – Pioneer Section \$1,200 repair – large pipe needed.
- D. Burials for Robert Fuller and Terron Boone both at cemetery. Family paid for both.

10. New Business - none to discuss.

11. Old Business

- A. Certified furlough letter sent to Groundsman Misael Rodriguez on 5/28/2020. Received application for unemployment from EDD for Misael Rodriguez, completed and returned 6/30/20.
- B. CSDA Sexual Harassment training due. Form sent 5/11/2020 via e-mail to trustees. D/O will complete and send copy of certificate. R/C C/P completed training.

12. Option to Adjourn to Closed Session not taken.

13. Board comments: C/P Trustee Poole's term has expired. Supervisor Barger's office has been contacted (Donna Termeer). R/C D/D check on Trustee Cook's term date. C/P date incorrect for next Board meeting. Should be August 18 not 19. D/D will correct.

14. Next meeting will be held on **Wednesday, August 19, 2020, 2:00 P.M.** either at the District Office or via Zoom conference.

15. Adjourned general meeting at 2:20 p.m. by Chairman Owens.

Dayle DeBry
Secretary

David Owens
Chairman