

**ANTELOPE VALLEY CEMETERY DISTRICT  
LANCASTER CEMETERY**

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**BOARD OF TRUSTEES - GENERAL MEETING  
ANTELOPE VALLEY CEMETERY DISTRICT  
WEDNESDAY, DECEMBER 8, 2021, 2:00 P.M.  
DISTRICT OFFICE**

**AGENDA**

1. **Call meeting to order and attendance.**
2. **Any emergency items to be added to the agenda.**
3. **Comments from members of the public.**
4. **Unfinished Business:** Office remodel. Water leak in office bathroom 11/23/21. Discussion on redo of flooring, baseboards and paint in office area and bathroom. Vanity rotted in bathroom.
5. **Minutes: ACTION:** Approve Minutes from September 22, 2021 Board meeting and October 20, 2021 Board meeting.
6. **Financial report: Anthony Bruneau**
  - A. Financial review A/B. Review financial reports available. **ACTION:** Approve available financial reports. *Note: Requested A/B send financial reports via e-mail/PDF to manager so trustees can read in advance.*
  - B. Nadia Dickinson – KESTRA.
7. **Friends of the Lancaster Cemetery:** Veterans Day program went well with a larger than expected crowd. **Wreaths Across America** program, Saturday, 9:00 a.m., December 18, 2021.
8. **Correspondence:**
  - A. City of Lancaster – increase in recycled water rates.
  - B. Lantz Security – increase in monthly bill due to increase in minimum wage Jan. 1, 2022.
  - C. CSDA magazine
  - D. CAPC Annual Conference, March 10-12, 2022, Seaside, CA \$449 + hotel \$663=\$1,112+
9. **Manager's Report**
  - A. AVCD Burials November/December 2021 (see PDF).
  - B. Tree removal/thinning – Chad's Chippers \$3,250 per month/month to month contract. Began 11/18/21.
  - C. Recycled water rate increase January 1, 2022. Trustees: contact City of Lancaster? We were originally supposed to receive water "free of charge."
  - D. Office Assistant on vacation December 8, 2021 – December 15, 2021.
  - E. Manager on vacation January 14, 2022 – January 23, 2022.

**Antelope Valley Cemetery District  
Lancaster Cemetery**

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**9. continued**

F. L.A. County Auditor-Controller funds through November 2021. (see PDF)

**10. New Business:**

- A. Trustees Signature Authorization for Citizens Business Bank. Dayle has forms.
- B. Policy on COVID-19 employee vaccinations/CAPC response.
- C. LAFCO notice of filing Annexation No. 433 to County Sanitation District No. 14:  
The application proposes to annex approx. 81+ or – acres to the district. The affected territory is generally located on 40<sup>th</sup> St. East approximately 800 feet south of Avenue L, all within the City of Palmdale.
- D. Discuss raising cemetery rates at January 2022 Board meeting.

**11. Old Business**

- A. Century Insurance Group property and liability insurance renewal 11/25/21 – 11/25/2022 through Ben Battle Insurance Agency, Inc. \$4066.22 pd. 11/19/2021.
- B. Copies of Misael Rodriguez's records sent to Turchin Law, Van Nuys per subpoena from same. Attorney Steve Derryberry – copy everything and send. 14.5 hours spent by manager/office assistant sorting and copying information 10/21 – 11/2/2021. Sent via Priority Mail 11/9/2021.
- C. Check signing – per Citizens Bank, we only require one signature at present, so no need to change. We do have a warrant register in place when checks are written.

**12. Option to Adjourn to Closed Session:** Discussion on holiday bonuses for employees. Action to be taken.

**13. Board comments**

**14.** Next meeting will be held on **Wednesday, January 12, 2022 at 2:00** either at the District Office or via Zoom conference.

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