

**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**

MINUTES

1. Called meeting to order by Chairman Owens at 2:01 p.m. Chairman Owens, Trustees Richard Cook, Christine Ward and former Trustee Cindy Poole; manager Dayle DeBry, and guest Brandon Roque, Field Representative for Senator Scott Wilk, in attendance.
2. No emergency items added to the agenda.
3. **Comments from members of the public:** The AVCD Board and Field Rep Roque, FOLC, and L.A. County Supervisor Barger, honored former Trustee Cindy Poole with certificates for her dedication to the Cemetery.
4. **Unfinished Business:** Discussed the office remodel. Water leak in bathroom 11/23/21. Underneath vanity wood has rotted and is coming apart. Carpet is damaged. Insurance would not pay as the damage was from the toilet leaking underneath. Approval to replace and repair items damaged.
5. **Minutes: ACTION MSC R/C D/O** to approve Minutes from September 22, 2021, and **MSC C/W and D/O** to approve Minutes from October 20, 2021, Board meeting.
6. **Financial report:**
Financial review A/B. May 2021 financial report available and reviewed. **ACTION: MSC C/W D/O to approve** May 2021 financial report. Note: Requested A/B send financial reports via e-mail/PDF to manager so trustees can read in advance. Trustees would like accountant to attend the Board meetings. Nadia Dickinson absent – KESTRA.
7. **Friends of the Lancaster Cemetery:**
Veterans Day ceremony went well with a much larger attendance than expected. USMC Veteran/Palmdale Veteran of the Year, Kevin Sanders was the speaker. **Wreaths Across America** program is set for Saturday, December 18, 2021. We are expecting a large crowd in attendance as well.
8. **Correspondence:** Read and noted. Approval for manager/office assistant to attend California Association of Public Cemeteries conference in March.
9. **Manager's Report:**
AVCD burials for November/December attached PDF. Increase in monthly rates for Lantz Security due to minimum wage increase January 1, 2022.

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9. **Manager's Report, cont'd.** Several of the older trees are diseased. Mgr. will begin a monthly tree trimming/thinning program with Chad's Chippers asap. Cost will be \$3,250.00 per month. Recycled water rates will increase January 1, 2022. City of Lancaster had discussed previously to receive water "free" or at a reduced cost. Office Assistant on vacation Dec. 8 – Dec. 15, 2021. Manager on vacation Jan. 14, - Jan. 23, 2022. L.A. Co. Auditor funds through November 2021 increase (see PDF). Waste Management will require separation of organic materials from garbage in the future. D/O recommends speaking with John Mann at Waste Mgmt.
10. **New Business:**

Manager has forms for Trustees signature authorization at Citizens Business Bank. They need to be completed and delivered to CBB. Regarding COVID-19 vaccination policies in place at other cemeteries: Mgr. spoke with Carol Griese at California Association of Public Cemeteries. Some are requiring vaccinations, and some are not. Trustees would like to encourage employees to get vaccinated.

Manager would like to discuss raising cemetery rates at the January 2022 meeting or early in 2022.

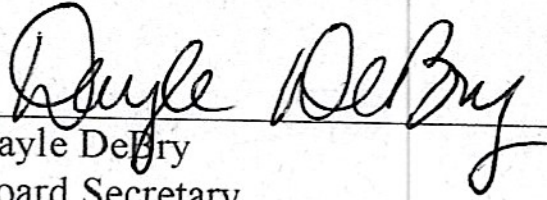
LAFCO notice of filing Annexation No. 433 to County Sanitation District No. 14: The application proposes to annex approx. 81+ or – acres to the District. The affected territory is generally located on 40th St. East approx. 800 feet south of Ave. L, all within the City of Palmdale.
11. **Old Business:**

Century Insurance Group liability and property insurance renewal through Ben Battle Insurance Agency, Inc. \$4,066.22 paid 11/19/2021. Copies of records for former employee Misael Rodriguez sent to Turchin Law, Van Nuys, per subpoena from same. Attorney Steve Derryberry said to copy everything they requested and send. 14.5 hours spent by manager/office assistant sorting and copying information from hire date to present. Sent via Priority Mail 11/9/2021. Per Trustees, they would like to have only one signature (Mgr. or Trustee) on checks under \$5,000. Two for \$5,000 and above. AVCD check signing, per Citizens Bank, we only require one signature at present, so no need to change. D/D we have a register in place received each pay period showing checks written. D/D send copy to Trustees.
12. **Adjourn to Closed Session** for discussion regarding holiday bonuses. **ACTION: MSC D/O R/C** to go to Closed session at 3:06. **ACTION: MSC D/O C/W** to approve amounts discussed for employees. **ACTION: MSC D/O C/W** to return to open session at 3:16 p.m.
13. **Board comments:** D/O thanks to staff for a job well done this year.
14. Next meeting will be held in January ~~or~~ February depending on Trustee availability, either at the District Office or via Zoom conference. Mgr. will contact Board to confirm next Board meeting date will be acceptable to all Trustees.
15. Adjourned general meeting at 3:19 by Chairman Owens.

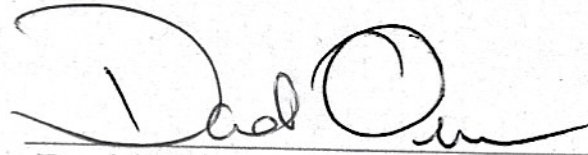
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Dayle DeBry
Board Secretary



David Owens
Chairman, Board of Trustees