

**ANTELOPE VALLEY CEMETERY DISTRICT
LANCASTER CEMETERY**

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**BOARD OF TRUSTEES - GENERAL MEETING
ANTELOPE VALLEY CEMETERY DISTRICT
WEDNESDAY, AUGUST 24, 2022, 2:00 P.M.
DISTRICT OFFICE**

MINUTES

1. Called meeting to order by Chairman David Owens at 2:33 p.m. with Trustees Richard Cook and Christine Ward present, Mgr/Secretary Dayle DeBry and accountant A. Bruneau present.
2. **No emergency items added to the agenda.**
3. **No comments from members of the public.**
4. **Unfinished Business:** None.
5. **Minutes:** Discussed. **ACTION: MSC D/O C/W to approve** Minutes from July 27, 2022 Board meeting.
6. **Financial report: Anthony Bruneau**
 - A. Financial review A/B. Reviewed financial reports from April and May 2022.
ACTION: MSC R/C C/W to approve financial reports from April and May 2022.
 - B. L.A. Co. Special Funds balance as of July 31, 2022, is \$100,000+. D/D moved \$50,000 to AVCD checking account for use in the expansion of the East end of the Cemetery.
7. **Friends of the Lancaster Cemetery:** Continuing with work on Wreaths Across America. Veterans Day November 11 will need speaker. D/D would like assistance in finding a speaker.
8. **Correspondence** read and noted.
9. **Manager's Report**
 - A. AVCD Burials July/Aug 2022 (see PDF).
 - B. Check register for July 2022 for review distributed to Trustees for review.
 - C. Finalized removing diseased trees from Pioneer/History Sections until 2023.
 - D. Waste Management increase up to \$553.49 difference of \$81.32. Discussed options for organic waste collection, recycling collection or separating all. Josh Mann from W/M on speaker discussed options. Will have someone from W/M contact mgr.
 - E. Manager on vacation September 17 – 24. Out of office September 19 – 23.

**Antelope Valley Cemetery District
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Minutes: General Meeting, August 24, 2022

10. New Business:

- A. D/D Rules and Regulations for funerals and visitations. Discussed new flower policy.
ACTION: MSC R/C C/W to approve 2022 AVCD Rules and Regulations. Discussed use of QR codes on the message board in front of the office.
- B. Buenas Brothers Engineering sent East end expansion proposal for engineering work. \$7,000 deposit required and sent to BBE.
- C. Citizen's Bank new signature forms to delete Office Assistant Karla Archuleta and add new Office Assistant Linda Blanco. Trustees would like to wait on this. D/O need debit card procedures for staff.
- D. Insurance claims agent at cemetery August 9, for May 31, 2022 incident.
- E. 2022 Biennial Notice for Conflict-of-Interest Codes – Local Agencies due Oct. 3, 2022.
No change - need signature.

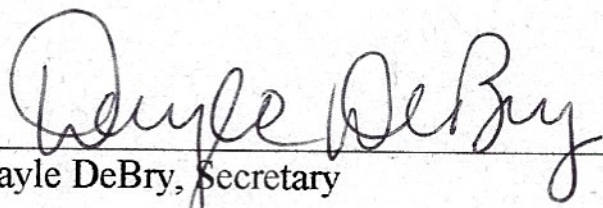
11. Old Business: None to discuss.

12. Option to Adjourn to Closed Session not taken.

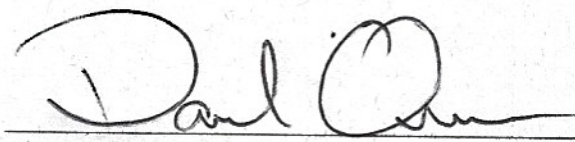
13. Board comments: Trustee Cook has purchased a home in Mexico. He will be leaving the area, but doesn't know when yet, so we will need to look for another Trustee soon to serve on the AVCD Board.

14. Next meeting will be held on Wednesday, September 14, 2022, at 2:00 p.m. at the District Office.

15. Adjourn general meeting at 3:37 by Chairman Owens.



Dayle DeBry, Secretary



David Owens, Chairman