

Artesia Cemetery District

Meeting Location: 11142 Artesia Blvd., Cerritos, CA 90703

Board of Trustees

Chair Mike Laughlin

Vice Chair Michael Wada

Trustee Allison Stewart

Trustee Osvaldo Palhinha

Trustee Linda Gonzalez

General Manager Antonio Mendoza

District Counsel Anthony J. Principe

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, September 14, 2023

4:00 P.M.

1. CALL TO ORDER

Chair Laughlin called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Chair Laughlin, Vice Chair Wada, Trustee Palhinha, Trustee Stewart

LATE: Trustee Gonzalez @ 4:19 pm

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Stewart.

4. AGENDA

Vice Chair Wada motioned to approve the Agenda of the September 14, 2023 Board Meeting. Trustee Stewart seconded. **Approved 4 - 0 -1 absent (Gonzalez)**

5. PUBLIC COMMENT

No members of the public were present.

6. CLOSED SESSION

No Closed Session at this Meeting

7. CLOSED SESSION ANNOUNCEMENTS

No Announcements to disclose.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant reviewed the Finance/Treasurer's Report via Zoom.

Trustee Palhinha motioned to approve the Finance/Treasurer's Report. Trustee Stewart seconded.

Approved 4 - 0 -1 absent (Gonzalez)

B. ACD & COVID UPDATES

Tier 4 Update: We have four rows now pre-set, and almost sold out on the first row, sold 24 of 38.

Niche Wall Update: It is still with the County Office’s plan check. Working with the county regarding the ADA compliance parking space.

Open House Update: Plans are coming along, ads were placed on local newspapers; GM personally visited a few senior centers and spoke to a few people and distributed flyers.

Conference: Dawn Nelson will be attending an upcoming conference in October. A grant was given to pay for her attendance, since ACD did not have the budget for this.

COVID Updates: Regulations have remained the same. If anyone is ill, they will stay home 5 days instead of 10.

C. BURIALS & SERVICES

Month of August ACD had a total of **(13)** Funeral Services: **(10)** Full Burials and **(3)** Cremations. We sold **(6)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: August 10, 2023 Regular Board Meeting Minutes

Trustee Gonzalez motioned to approve the Minutes from the August 10, 2023 Regular Board Meeting. Vice Chair Wada seconded. **Unanimous Approval**

10. ACTION ITEMS

A. PRELIMINARY AUDITOR REPORT & PRESENTATION

Trustee Palhinha motioned to Receive & File the Preliminary Auditor Report & Presentation. Vice Chair Wada seconded. **Unanimous Approval**

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

B. SECURITY CAMERA PURCHASE AGREEMENT WITH PRO-TECHS - REVISITED

Trustee Palhinha motioned to approve the Revisited Security Camera Purchase Agreement with Pro-Techs. Trustee Stewart seconded. **Unanimous Approval**

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

C. RESOLUTION 2023-007 ADOPTING AN INTERMENT RIGHTS POLICY

Vice Chair Wada motioned to approve the Adoption of an Interment Rights Policy. Trustee Gonzalez seconded. **Unanimous Approval**

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

D. RESOLUTION 2023-008 ADOPTING A PURCHASE AND REPURCHASE OF INTERMENT SITES/SPACES & RELATED SERVICES POLICY

Trustee Stewart motioned to Adopt a Purchase and Repurchase of Interment Sites/Spaces & Related Services Policy. Trustee Palhinha seconded. **Unanimous Approval**

E. RESOLUTION 2023-009 APPROVING AND ADOPTING AN ELIGIBLE NON-RESIDENT POLICY.

Vice Chair Wada motioned to Approve & Adopt an Eligible Non-Resident Policy. Trustee Palhinha seconded. **Unanimous Approval**

11. BOARD COMMENTS

Trustee Gonzalez: She apologized for coming in late. She attended a dinner event with Janice Hahn and it was a lovely night and received great compliments about the cemetery. She was upset this Sunday while visiting the cemetery and saw a man urinating in front of the building in plain sight.

Trustee Stewart: Always great to see everyone, says that this was a very efficient meeting.

Trustee Palhinha: Thanks everyone for a great meeting. General Manager is doing a wonderful job.

Vice Chair Wada: He was able to see the pictures of the cemetery before new management; is amazed by the remarkable improvements that reflect the cemetery now. This transformation is a good publicity story to share.

Chair Laughlin: Asked Trustee Gonzalez how her knee was doing. He is going to drive out to Tucson for his Mother's 90th Birthday and will be unable to attend the Open House.

12. ADJOURNMENT

Vice Chair Wada motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Gonzalez seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:08 p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, October 12, 2023 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.