

Artesia Cemetery District

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

Board of Trustees

Chair Mike Laughlin

Vice Chair Allison Stewart

Trustee Linda Gonzalez

Trustee Osvaldo Palhinha

Trustee Michael Wada

General Manager Antonio Mendoza

District Counsel Anne Branham

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, February 8, 2024

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 Stewart, Trustee Palhinha, Trustee Wada, Trustee Gonzalez

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Gonzalez

4. AGENDA

Vice Chair Stewart motioned to approve the Agenda of the February 8, 2024 Board Meeting and move Action item 10A to before 8A because of a LAFCO guest speaker in attendance. Trustee Gonzalez seconded. **Unanimous Approval**

5. PUBLIC COMMENT

No members of the public were present.

6. CLOSED SESSION

No Closed Session

7. CLOSED SESSION ANNOUNCEMENTS

No Announcements

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 Wada motioned to approve the Finance/Treasurer's Report. Trustee Palhinha seconded. **Unanimous Approval**

B. ACD & COVID UPDATES

Tier 4 Update: Half-way through Row 11

Niche Wall/Ossuary: Ready to begin soon, on hold due to rain

Solar Lights: Looking into putting in some solar lights to have more light in the cemetery at night.

Security Cameras: In progress

Upgrades: Garage Cabinets are pending; Upgrading office phones and desks are in progress

Chamber Mixer at ACD: Thursday, March 21st, 2024; 4:30 pm to 6:30 pm.

C. BURIALS & SERVICES

Month of October ACD had a total of **(14)** Funeral Services: **(8)** Full Burials and **(6)** Cremations. We sold **(8)** Pre-Need plots.

9. CONSENT ITEMS

- A. MINUTES: January 11, 2024 Regular Board Meeting Minutes
Trustee Wada motioned to approve the Minutes.
Vice Chair Stewart seconded. **Unanimous Approval**

10. ACTION ITEMS

- A. LAFCO PROPOSAL UPDATE – PAUL NOVAK, GUEST SPEAKER
Conversation Only; Suggestion was given to meet with City Manager of the City of Cerritos

Motion to take a five-minute break @ 5:02 pm. Reconvene @ 5:09 pm

- B. REVIEW AND ADOPT THE AT-NEED PURCHASE AGREEMENT
Vice Chair Stewart motioned to approve and adopt the updated At-Need Purchase Agreement.
Trustee Palhinha seconded. **Unanimous Approval**

Roll Call Vote:

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

- C. RESOLUTION 2024-002 ADOPTING ACD PUBLIC RECORDS REQUEST POLICY
Vice Chair Stewart motioned to approve Resolution 2024-002 Adopting ACD Public Records Request Policy. Trustee Palhinha seconded. **Unanimous Approval**

Roll Call Vote:

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

- D. REVIEW, DISCUSS & APPROVE CHANGE ORDER #1 WITH HORIZONS CONSTRUCTION CO.
for additional resurfacing work in the parking area in connection with existing approved contract to install the niche garden and ossuary and perform related site improvements

Trustee Wada motioned to approve Change Order #1 with Horizons Construction Co. Vice Chair Stewart seconded. **Unanimous Approval**

Roll Call Vote:

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

11. BOARD COMMENTS

Trustee Gonzalez: She requested that with the upcoming events, she would like to have name badges for all the Staff and BoT.

Trustee Wada: He would like to echo what Linda said about name badges and he thinks the groundskeepers and Office Staff should have name badges as well as the BoT. He thanked Dawn for Valentine's Day goodies, and said she is like the board mother.

Trustee Palhinha: He said the cemetery looks so clean and nice, please pass on how proud he is to all the staff and congratulations to Antonio the General Manager.

Vice Chair Stewart: She is looking forward to leaving a board meeting in where we still see day light and she is glad everyone is safe from the rain.

Chair Laughlin: He said that Dawn is like the glue that holds everything together. He proposes that we get boring tool in the dirt/roads. He also said that we need to put a new elongated toilet in the restroom, the current one is too small.

12. ADJOURNMENT

Trustee Gonzalez motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Wada seconded. Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:28 p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, March 14, 2024 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.