

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

Board of Trustees

Chair Michael Wada **Vice Chair** Linda Gonzalez

Trustee Allison Stewart **Trustee** Osvaldo Palhinha **Trustee** Mike Laughlin
General Manager Antonio Mendoza **District Counsel** Karen A. O'Neil

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, May 12, 2022

4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Trustee Stewart

4. AGENDA

Vice Chair Gonzalez motioned to approve the agenda. Seconded by Trustee Palhinha. **Approved 5-0-0**

5. PUBLIC COMMENT

No members of the public were present during the Public Comment allotted time.

6. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

Artesia Cemetery District vs. Robert Yeutter et al. (Case No. 21NWCV00562)

B. CONFERENCE WITH LABOR NEGOTIATOR (Based on exigency purposes)

a. Pursuant to Government Code Section 54957.6

District's Designated Representative: Chair Mike Wada

Unrepresented Employee: General Manager

C. OPEN SESSION (Based on exigency purposes)

a. General Manager Employment Agreement Amendment

Salary & Benefits Adjustment

Trustee Laughlin motioned to move to Closed Session. Seconded by Trustee Stewart. **Approved 5-0-0**

The Board of Trustees entered Closed Session at 4:02 p.m.

The Board of Trustees returned from Closed Session at 5:14 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

Open session announcement: Regarding the General Manager's contract, it has been modified to a 2-year contract with the proviso to re-open negotiations to 3-years at some point in the future. The agreement will be voted on at the next meeting of the Board of Trustees.

At 5:16 p.m., the Board adjourned to Recess.

At 5:21 p.m., the Board reconvened from Recess.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant, reviewed the April 2022 financial report. The overall bank balance is up \$74,909 since last month, including general account and endowment. Program Services increased overall \$848,845, getting close to the 1 million mark for the year. Property taxes very close to same as previously. Total Revenue in Program and General is \$1,082,735. Total Expenditures for the year at \$750,538. Net Income is at \$332,197 for the year. The Endowment is at \$209,917 for the year. Total net income for the year \$542,114.

B. ACD UPDATE

General Manager Mendoza presented the monthly update for the ACD to the Board. He reports there were 13 funerals in April, 8 full burials and 5 cremations. The ACD also sold 6 Pre-need plots. The Architect came by to take more measurements and is still working on the proposal. The Board will be presented with more information and details before anything is finalized. The fiscal year-end audit is in the final stages. It is set to be approved next month, then we will send to the County. The LAFCO application is still in process. The Rose Garden special project, getting ready for the Monolith Rock that is still on order. Regarding the new Database program, he met with the company to discuss transferring the data from the old system. General Manager Mendoza is looking into additional working hours, possible overtime for ACD staff to enter all of the information. The Memorial Day Ceremony is set for Friday May 27th. The emails and invites were sent out. General Manager Mendoza attended a CSDA webinar on Budgeting on 4/27 & 4/28. He will also be attending the GM summit in June. General Manager Mendoza read and passed around the comment cards that were left in the ACD comment box in front of the office entrance. The Board discussed leaving the walk in gate open when requested by families and extra time for holiday decorations.

The Board discussed the upcoming Regular Board Meetings and decided that the June Regular Board Meeting be held on Wednesday, June 15, 2022 and the July Regular Board Meeting on Thursday, July 21, 2022.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

There are no changes to the ACD protective measures. The grounds crew is continuing to clean and sanitize.

9. CONSENT ITEMS

A. MINUTES: April 14, 2022, Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Minutes of the April 17, 2022 meeting. Trustee Stewart seconded. **Approved 5-0-0**

10. ACTION ITEMS

A. GENERAL MANAGER 2022-2023 EMPLOYMENT AGREEMENT

This item was moved to the next meeting of the Board of Trustees on Wednesday, June 15, 2022. A sub-committee was created to gather information regarding other District's General Manager Contracts.

B. PRELIMINARY AUDITOR REPORT AND PRESENTATION

Paul J. Kaymark CPA, Financial consultant, reviewed the Preliminary Auditor Report. On page 2, Paul says is the Auditor's opinion. The Report notes, "Present fairly" and "In Accordance". Paul feels it is a good report from the auditor overall. Paul will send over some minor edits. The auditor's office will complete the final edit, with signatures and that should be complete for the year ending 06/30/2021. No action needs to be taken by the Board at this time. The final report will be included in the June Board Meeting packet.

11. BOARD COMMENTS

Trustee Laughlin: Inquired whether the ACD staff check yelp/google reviews. General Manager Mendoza does get those emailed to him. He would like to move the cameras to video other areas of the ACD, due to recent graffiti. He heard of an idea to use shell casing instead of a standard bronze plaque for veteran's grave marker.

Trustee Palhinha: No comments, left the meeting during this time, at 6:06 p.m.

Trustee Stewart: No comments.

Vice Chair Gonzalez: Confirmed details of the Memorial Day event. She can ask if the Miss Artesia girls can help volunteer to serve the refreshments. She reminded the Board and the General Manager that she would still like to have a luncheon to recognize all the staff at the ACD. She also asked to re-send the Memorial Day event flyer.

Chair Wada: He thinks the Board did an outstanding job with all of the difficult conversations that were held today. There were advanced and well developed concepts that were well presented.

12. ADJOURNMENT

Trustee Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees to the next Regular Board Meeting to be held on Wednesday, June 15, 2022, at 4:00 p.m. Vice Chair Gonzalez seconded.
Approved 4-0-1 (Trustee Palhinha not present)

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 6:09 p.m.