

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 Anne Branham

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, December 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, Trustee Gonzalez

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Laughlin.

4. AGENDA

Vice Chair Wada motioned to approve the Agenda of the December 14, 2023 Board Meeting. Trustee Palhinha seconded. **Unanimous Approval**

5. PUBLIC COMMENT

No members of the public were present.

6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

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

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 Stewart motioned to approve the Finance/Treasurer’s Report. Trustee Gonzalez seconded. **Unanimous Approval**

B. ACD & COVID UPDATES

Tier 4 Update: 9 rows have completed.

Security Cameras: In progress, fine tuning the details

Wreaths Across America Event: Program look good, getting ready for it, looks like we will have good participation. There will be a newspaper article about this event.

Upgrades: Installed cabinets in the break room, purchased from Habitat for Humanity. Next project will be to install new cabinets in the garage.

McKenzie Crematory: They are trying to create a relationship with ACD to work together to find a resting place for unclaimed cremains.

CAPC Conference: General manager will be planning to attend this conference in March 2024.

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 October ACD had a total of **(12)** Funeral Services: **(9)** Full Burials and **(3)** Cremations. We sold **(7)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: November 9, 2023 Regular Board Meeting Minutes

Trustee Gonzalez motioned to approve the Minutes from the November 9, 2023 Regular Board Meeting. Trustee Palhinha seconded. **Unanimous Approval**

10. ACTION ITEMS

A. APPOINTMENT OF NEW DISTRICT COUNSEL from BBK – Anne Branham present

Vice Chair Wada motioned to appoint Anne Branham as the new District Counsel. Trustee Gonzalez seconded. **Unanimous Approval**

Roll Call Vote:

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

B. APPROVING A PUBLIC WORKS CONSTRUCTION AGREEMENT with HORIZONS CONSTRUCTION CO. INT’L for WALL NICHE & OSSUARY- Kinan Kotrash present

Trustee Stewart motioned to approve a Public Works Construction Agreement with Horizons Construction Co. Int’l for wall niches & ossuary. Trustee Palhinha seconded. **Unanimous Approval**

Roll Call Vote:

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

- C. APPROVING A PUBLIC WORKS CONSTRUCTION PURCHASE ORDER AGREEMENT with KMI COLUMBARIA INC. for WALL NICHES & OSSUARY – Mark Heddy present

Vice Chair Wada motioned to approve a Public Works Construction Purchase Agreement with KMI Columbaria Inc. for wall niches & ossuary. Trustee Stewart seconded. **Approved**

Roll Call Vote:

Yes: 4 **No:** 1 Trustee Palhinha **Absentee:** 0 **Abstention:** 0

- D. REVIEW AND APPROVE A PROFESSIONAL SERVICE AGREEMENT FOR NEW SECURITY CAMERAS - REVISITED

Trustee Palhinha motioned to approve the Professional Services Agreement with Russell Jacobs for new security cameras. Trustee Stewart seconded. **Unanimous Approval**

Roll Call Vote:

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

- E. REVIEW AND APPROVE THE PROPOSAL & AGREEMENT WITH C.J. BROWN & COMPANY CPAs FOR OUR ANNUAL AUDIT for FYE 2023

Trustee Gonzalez motioned to approve the Proposal & Agreement with C.J. Brown & Company CPAs for our annual audit for FYE 2023. Trustee Stewart seconded. **Unanimous Approval**

Roll Call Vote:

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

- F. ADOPTION OF ANNUAL ACD CALENDARS FOR 2024

Trustee Stewart motioned to approve the Adoption of Annual ACD Calendars for 2024. Trustee Palhinha seconded. **Unanimous Approval**

- G. BOARD OF TRUSTEES ELECTION OF OFFICERS FOR 2024

The BoT will need to **fill 3 positions:** Chair, Vice-Chair, and Secretary.

Vice Chair Wada nominated a slate for new officers: Mike Laughlin as Chair, Allison Stewart as Vice-Chair, and GM Antonio Mendoza as Secretary;

A second slate nomination option was made by Trustee Linda Gonzalez: Allison Stewart as Chair, Mike Laughlin as Vice-Chair, and GM Antonio Mendoza as Secretary;

The votes for the first slate were as followed:

Chair: Mike Laughlin

Vice-Chair: Allison Stewart

Secretary: Antonio Mendoza

VOTE: (4) in favor of this slate, (1) against (Trustee Gonzalez)

The votes for the second slate were not necessary since the first round elected the 2024 slate of officers.

H. BOARD COMMENTS

Trustee Gonzalez: Wants to know what happened to art on back wall? General Manager explained some issue with next door building owners. She wants everyone to know that she didn't have anything against Chair Laughlin, she just wanted a female as lead.

Trustee Stewart: Truly appreciative for nomination. Congrats to Mike Laughlin for Chair Position and this will be a new duo for the cemetery. She is excited and ready.

Trustee Palhinha: He agrees and seconds all previous comments.

Vice Chair Wada: Congratulations to Chair Laughlin and New Vice Chair Stewart. He is confident. Condolences to Dawn Nelson.

Chair Laughlin: Condolences to Dawn Nelson and Thanks to the board for the vote of confidence.

I. ADJOURNMENT

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

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:42 p.m. in Memory of Jetta Gray.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, January 11, 2024 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.