

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, January 13, 2022
4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Trustee Palhinha

4. AGENDA

Vice Chair Gonzalez motioned to approve the agenda. Seconded by Trustee Laughlin. **Approved.**

5. PUBLIC COMMENT

No members of the public were present. No public comments.

6. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Section 54956.9 (One Case)

B. CONFERENCE WITH LEGAL COUNSEL-POTENTIAL INITIATION OF LITIGATION

Pursuant to Government Code Section 54956.9(4) (One Potential Case)

Trustee Laughlin motioned to move to Closed Session. Seconded by Trustee Palhinha.

The Board of Trustees entered Closed Session at 4:01 p.m.

The Board of Trustees returned from Closed Session at 4:25 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

No announcements. Closed Session was for informational purposes only.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Finance Consultant, reviewed the December 2021 financial report. Total General Fund was \$1,304,976 at the end of December. The total in Accounts Receivable was \$220,858. Total program services at \$506,021. Property taxes, money came in from the county, \$179,282. Total general revenue year to day is \$689,544. Employee benefits up a bit, including some pre-paid benefits that were paid for January and February.

Trustee Palhinha motioned to approve the December 2021 Financial Report. Trustee Laughlin seconded. **Approved.**

B. ACD UPDATE

General Manager Mendoza presented the report on interments for 2021. Total funerals in 2021 was 140. Percentages were 73.57% full burials and 26.43% cremations. All the tree trimming has been completed. Still working on preliminary cost numbers with the architect. Some of the projects that are in planning are pre-setting the vaults in the back in the new area, putting in a cremation niche wall along the building, also an outdoor chapel. The LAFCO application has been submitted. The rear entrance gate wall that is holding the door is cracked and wobbly. GM is working with the neighbor to fix the wall and change to a sliding gate so as not to cause further damage to the wall. ACD sold some surplus property, tools and other things that were not needed. The grounds crew has been busy lifting and aligning markers. GM Mendoza met with Supervisor Hahn, showed her some charts and updated her on ACD improvements and accomplishments. No trainings in December, but there is one coming up in March. GM has applied for grants to cover these costs. There was also a grant that ACD received to cover safety equipment. The money was used to purchase safety mirrors for blind spots near the garage gate and high visibility rain gear for the grounds crew. Priority of some of the projects would be niche wall first, then the pre-set vaults. The goal is to extend the life and maximize the space inside the cemetery. There will be more discussion on the damaged wall and gate in the Mid-Year budget presentation in the Action items.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza notes that there are no updates regarding protocols. We are continuing to ask for masks indoors.

9. CONSENT ITEMS

A. MINUTES: December 9, 2021, Regular Board Meeting Minutes

Vice Chair Gonzalez motioned to approve the Minutes of the December 9, 2021 meeting. Trustee Laughlin seconded. **Approved.**

10. ACTION ITEMS

A. Resolution 2022-01 Adopting a Cash Out In-Lieu of Health Benefits Policy

The ACD provides employees with 100% coverage in health benefits but no retirement plan. This policy would benefit the employees and help the ACD keep costs down. We have been using this plan, but now want to create the policy to ensure it continues. The ACD pays \$1,600 per employee for health benefits. The ACD would offer an \$800 stipend if the employee has health coverage elsewhere and would choose this option. The \$800 is taxable income if not put into the 403B

retirement fund. The ACD is working with Keenan and Assoc. to help keep costs down and to provide financial guidance.

Roll Call Vote: Trustee Laughlin: Yes Trustee Palhinha: Yes Trustee Stewart: Absent
Vice Chair Gonzalez: Yes Chair Wada: Yes **Approved.**

B. Purchase of Monolith Rock and Pedestal Upright Niches

GM Mendoza provided pictures and information regarding the possible purchase of a Monolith rock and Pedestals. These purchases will provide single cremation niches.

Trustee Palhinha motioned to approve. Trustee Laughlin seconded. **Approved.**

C. Purchase of Oversized Concrete Cremation Urn Vaults

GM Mendoza provided information regarding the new row in the rose Garden. The grounds crew and GM agree that if the ACD can pre-set vaults in this area, it will secure the current prices and save time before services.

Trustee Laughlin motioned to approve. Trustee Palhinha seconded. **Approved.**

D. Resolution 2022-02 Adopting Mid-Year Budget Adjustments

GM Mendoza provided information to the board to adjust the budget to reflect approved spending.

Roll Call Vote: Trustee Laughlin: Yes Trustee Palhinha: Yes Trustee Stewart: Absent
Vice Chair Gonzalez: Yes Chair Wada: Yes **Approved.**

11. BOARD COMMENTS

Trustee Laughlin: Spoke with Supervisor Janice Hahn at the Wilmington Parade. She had only good things to say about the ACD, the board, the GM and staff.

Trustee Palhinha: Is very proud of all the work everyone is doing to improve and beautify the cemetery.

Trustee Gonzalez: Would like to thank the GM for everything he has done with the cemetery. Also to Dawn for her hard work. She recently overheard visitors at the ACD praising the cemetery and saying how happy they were to have their loved ones here as their forever home. She would also like to make sure our ground crew feels appreciated. She remembers when there were so many gophers at the cemetery and notes what a difference it is now. At another cemetery, it took over 11 ½ months to place a headstone.

Chair Wada: Discussed a nomination for GM Mendoza that they both worked on to submit the paperwork. The nominate forms were due 12/31/2021. At this time, they are still waiting to hear back. He also would like to congratulate everyone for all of the hard work they are doing.

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 Thursday, February 10, 2022, at 4:00 p.m. Vice Chair Gonzalez seconded.

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 6:02 p.m.