

# 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 Karen A. O'Neil

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, March 9, 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 Gonzalez, Trustee Palhinha, Trustee Stewart

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Palhinha.

### 4. AGENDA

Vice Chair Wada motioned to approve the Agenda of the March 9, 2023 Board Meeting.  
Trustee Stewart seconded.      **Unanimous Approval**

### 5. PUBLIC COMMENT

No members of the public were present.

### 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)

Vice Chair Wada motioned to go into closed session, and Trustee Palhinha seconded.

The Board of Trustees entered Closed Session at 4:02 p.m.  
The Board of Trustees returned from Closed Session at 4:31 p.m.

### 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. Vice Chair Wada motioned to approve the Finance/Treasurer's Report. Trustee Stewart seconded.  
**Unanimous Approval**

### B. ACD UPDATES, BURIALS & SERVICES

In the month of February, we had a total of 7 funerals: 6 burials and 1 cremation. Sold 8 Pre-need plots.

Tier 4 updates: Installed bush lines to separate old tier from new one. Working on installing preset vaults, but vault companies are backed up right now and cannot keep up with demands. Hoping to get a delivery soon to keep up with the deadlines. Finishing up the irrigation. Placed an ad on the newspaper to offer these new burial plots.

Niche Wall: It is in the works, waiting on city to approve the plans and a contractor to accept the job.

Theft incident: a man on a bike came in to garage, went through the belongings & cabinets, and stole a cell phone. Incident was reported to police.

Paperwork: General Manager went through every box this office has stored and sorted everything, repacked and stored in new shed.

## 9. CONSENT ITEMS

### A. MINUTES: February 9, 2023, Regular Board Meeting Minutes

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

## 10. ACTION ITEMS

### A. AT NEED INTERMENT PURCHASE AGREEMENT

Vice Chair Wada motioned to approve the At Need Interment Purchase Agreement. Trustee Palhinha seconded. **Unanimous Approval**

### B. PUBLIC WORKS CONSTRUCTION AGREEMENT FOR SOLAR AND BATTERY STORAGE

Trustee Palhinha motioned to approve the Public Works Construction Agreement for 24 Solar Panels with 10 years extended warranty and No Battery Pack. Trustee Stewart seconded. **Approved**

#### **Roll Call Vote:**

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

### C. PROPOSED 2023 EVALUATION PROCESS FOR GENERAL MANAGER

Trustee Palhinha motioned to approve the Proposed 2023 Evaluation Process for the General Manager. Vice Chair Wada seconded. **Unanimous Approval**

## BOARD COMMENTS

*Trustee Gonzalez:* No comments

*Trustee Palhinha:* Take a minute to praise everyone. We have come so far since last year.

*Trustee Stewart:* No comments

*Vice Chair Wada:* No comments

*Chair Laughlin:* Appreciates Trustee Gonzalez sharing her view point. We need that different view point. He spoke about the Wall that Heals, a lot of work has been put into this project. He will send out an invitation for everyone to attend. He would like to work with General Manager to speak about Wreaths Across America at next board meeting.

## 11. ADJOURNMENT

Chair Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees. Vice Chair Wada seconded this motion.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:53 p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, April 13, 2023 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703