

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

Board of Trustees

Chair Michael Wada

Vice Chair Allison Stewart

Trustee Linda Gonzalez **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, December 9, 2021
4:00 P.M.

1. CALL TO ORDER

Vice Chair Stewart called the meeting to order at 4:03 p.m.

2. ROLL CALL

Present: Trustee Gonzalez, Trustee Laughlin

Teleconference: Trustee Palhinha, Vice Chair Stewart, Chair Wada joined at 4:10 p.m.

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Trustee Gonzalez

4. AGENDA

Trustee Gonzalez motioned to approve the agenda. Seconded by Trustee Palhinha. **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 (1 case.)

B. CONFERENCE WITH LEGAL COUNSEL-POTENTIAL INITIATION OF LITIGATION

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

7. CLOSED SESSION ANNOUNCEMENTS

Closed session was not held. No announcements.

8. GENERAL MANAGER’S REPORT

A. FINANCE/TREASURER’S REPORT

Paul Kaymark, Finance Consultant, presented to the Board the overall operation balances. Total General Fund Revenue was at \$1,229,870. The total in Accounts Receivable was \$257,926 for the month of November. Total Revenue overall for the year so far has a 61% increase over what was budgeted.

The Board discussed missing text on the check detail report. General Manager Mendoza provided more information on each entry that was missing text details.

Trustee Palhinha motioned to approve the November 2021 Financial Report. Trustee Laughlin seconded. **Unanimous approval.**

B. ACD UPDATE

General Manager Mendoza informed the Board of the of number of interments for November. There were 10 interments total; 3 double depth, 6 single and 1 cremation. There were 4 pre-need sales. The tree trimming is complete, although the tree trimming company will return to address trees by the fence that a neighbor has concerns about. The architect James Mickartz is still being consulted regarding the preliminary cost numbers to create a budget for future projects. The grounds crew has been very active in removing tree stumps and adding new sod in bare areas. They have also been lifting and aligning headstones that need attention.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza notes that there are no updates or changes from the County. The Board discussed the vaccination status of the Board of Trustees. A suggestion was made of testing prior to meetings for any members not vaccinated. The Board discussed whether a Zoom meeting would be better than the current teleconferencing. The many factors that need to be considered were discussed including personal beliefs, requirements, Supervisor Hahn's directives and organizational best practices.

9. CONSENT ITEMS

A. MINUTES: November 18, 2021, Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Minutes of November 18, 2021. Trustee Gonzalez seconded. **Unanimous approval.**

10. ACTION ITEMS

A. ELECTION OF OFFICERS

General Manager Mendoza explained the process of electing officers for the new calendar year.

Nominations for position of Chair: Wada, made by Trustee Palhinha

Nominations for position of Vice Chair: Gonzalez, made by Trustee Palhinha

Nominations for position of Secretary: GM Mendoza, made by Chair Wada

Elected Officers for 2022:

Chair: Wada

Vice Chair: Gonzalez

Secretary: Mendoza

B. ADOPTION OF ANNUAL SCHEDULES

General Manager Mendoza presented the 3 calendars: Board Meetings, Holiday Decorations and Office Closures for Holidays.

Trustee Gonzalez motioned to adopt the annual schedules. Seconded by Vice Chair Stewart.
Unanimous approval.

11. BOARD COMMENTS

Trustee Laughlin: No comment

Trustee Palhinha: No comment

Trustee Stewart: No comment

Vice Chair Gonzalez: Notes the importance of Mr. Laughlin to the cemetery district. She notes her respect to all the board members and their personal choices.

Chair Wada: Would like to thank Trustee Stewart for the past year's work as Vice Chair. He thanked her for filling in for him in his absences. Also congratulate her in all that she does in her classes/school on top of her commitment to the Board. He wished all present a Happy Holiday.

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, January 13, 2022, at 4:00 p.m. Trustee Gonzalez seconded.

Chair Wada adjourned the meeting at 4:46 p.m.