

Artesia Cemetery District

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

Board of Trustees

Chair Mike Laughlin

Vice Chair Allison Stewart

Trustee Linda Gonzalez

Trustee Osvaldo Palhinha

Trustee Michael Wada

General Manager Antonio Mendoza

District Counsel Anne Branham

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, April 11, 2024

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 Stewart, Trustee Palhinha, Trustee Wada, Trustee Gonzalez

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Wada

4. AGENDA

Trustee Wada motioned to approve the Agenda of the April 11, 2024 board meeting with one change. He suggested moving item (8) GENERAL MANAGER'S REPORT (A) FINANCE/TREASURER'S REPORT before item (6) CLOSED SESSION. In consideration of our Financial consultant, Paul J. Kaymark CPA, monthly review of the Finance/Treasurer's Report via Zoom would be delayed due to the lengthy process of item (6). Trustee Vice Chair Stewart seconded. **Approved Unanimously**

5. PUBLIC COMMENT

No members of the public were present.

6. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Public Employee: General Manager

B. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

District's Designated Representative: Vice-Chair Allison Stewart

Unrepresented Employee: General Manager

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

The Board of Trustees entered Closed Session at 4:07 p.m.

The Board of Trustees returned from Closed Session at 5:44 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

OPEN SESSION

General Manager Employment Agreement Amendment

Salary & Benefits Adjustment

Board reached an agreement of One-Time COLA increase of 4%, Increase in salary of 7%, Increase retirement/403b of \$500.00 per year.

Trustee Wada motioned to Approve Employment Agreement Salary Amendment. Vice Chair Stewart seconded

Roll Call Vote:

Yes: 5

No: 0

Absentee: 0

Abstention: 0

Trustee Wada motioned to take a 10-minute break. Vice Chair Stewart seconded. **Approved Unanimously**

The Board of Trustees went to break at 5:02 p.m.

The Board of Trustees returned from break at 5:09 p.m.

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 Wada motioned to approve the Finance/Treasurer's Report. Trustee Palhinha seconded.

Approved Unanimously

B. ACD & COVID UPDATES

Tier 4 Update: Half-way through Row 12

Niche Wall/Ossuary: Niche wall almost complete, waiting for niches to arrive, started work on the Ossuary. Will be changing the bathroom door to face the cemetery and close the wall up towards the office

Phone lines: Working on upgrading to Ring Central, to have a second line in the office.

Social Media: Pictures from mixer and first video has been posted on website.

Conference: GM Summit in Orange County in June. GM will be attending.

C. BURIALS & SERVICES

Month of February ACD had a total of **(18)** Funeral Services: **(12)** Full Burials and **(6)** Cremations.

We sold **(5)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: March 14, 2024 Regular Board Meeting Minutes

Trustee Gonzalez motioned to approve the Minutes. Vice Chair Stewart seconded. **Approved Unanimously**

10. ACTION ITEMS

A. REVIEW & ADOPT THE AT NEED SERVICES Purchase Agreement for PRE-PAID CUSTOMERS

Trustee Wada motioned to approve and adopt the At-Need Purchase Agreement for Pre-Paid Customers. Trustee Palhinha seconded. **Approved**

Roll Call Vote:

Yes: 5

No: 0

Absentee: 0

Abstention: 0

11. BOARD COMMENTS

Trustee Wada:

He commented that he was excited and it was almost thrilling working together to get through in concert to reach consensus on different issues and different points of views were presented and everything just worked very coordinated manner. Congrats to Chair for organizing the meeting. Would like to thank Dawn for heads up and assistance for the Sexual Harassment Trainings.

*He would like to give Tony / Dawn \$300.00 towards expenses for a staff luncheon. He does not expect any other board member to contribute anything as he would like to cover the cost. He would like to settle on a date today to schedule it on the calendar.

Trustee Palhinha:

He is so pleased with everything was handled through the meeting. Everything is discussed and talked about and the process is amazing. Thank you Mr. Chairman and like the same way when Trustee Wada was in leadership.

Trustee Gonzalez:

She remembered last year we had a luncheon in the back, the last time was March 2021 for GM's 3-year anniversary. She said that every time we meet we talk about how great everyone is the grounds and secretaries and Tony so she would like to do another luncheon with trustees and staff. She thinks everyone at ACD deserves this luncheon.

Vice Chair Stewart:

Re-iterate Mike Wada's comments, it is great to be able to work with everyone here everyone's opinions and be able to work with everyone and negotiate contract. She thinks great work is done here. She says everyone has earned a pizza party.

Chair Laughlin:

He really thinks this is an outstanding group of people the trustees, the office staff, the groundskeepers and the general manager. He looks around and tries to figure out ways we can improve and he can't see any, which is Amazing He feels the we've done well together. He is happy and blessed to be in a leadership position and so much easier than some of his other positions.

Board agreed on a luncheon to be scheduled for May 7th, 2024 from 12:00pm – 1:00pm.

12. ADJOURNMENT

Trustee Wada motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Gonzalez seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 6:16 p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, May 9, 2024 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.