

Artesia Cemetery District

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday June 10, 2021

4:00 P.M

1. **CALL TO ORDER** – Chair Wada called the meeting to order at 4:06 p.m.

2. **ROLL CALL**

Present: Trustees Gonzalez, Trustee Palhinha, Trustee Laughlin, and Chair Wada

Absent: Vice Chair Stewart

3. **PLEDGE OF ALLEGIANCE**

Chair Wada led the Pledge of Allegiance.

4. **AGENDA**

General Manager Mendoza requested to move up item 10C ACD Audit Presentation prior to the Managers report item 8A.

Trustee Palhinha motioned to approve the agenda with the modification. Seconded by Trustee Gonzalez.

Unanimous approval.

5. **PUBLIC COMMENT**

No public comments.

6. **CLOSED SESSION**

No Closed Session.

7. **CLOSED SESSION ANNOUNCEMENTS**

No announcements.

8. **GENERAL MANAGER'S REPORT**

General Manager requested approval from the Board to move Item 8C Finance/Treasurer's Report prior to the General Manager's Report. **Unanimous approval.**

A. **ACD UPDATE**

General Manager reviewed his Managers Report.

Chair Wada suggested that the General Manager make a list of business practices that demonstrate how the revenues could go as high as they did. Positive changes could also be provided to Supervisor Hahn.

General Manager Mendoza confirmed that the Audit Report will be given to the county and filed with the state. May request a yearly audit.

Trustee Palhinha is requesting that the district makes sure that Supervisor or her staff read the audit report because it is a very good summary. He would like to make sure that the Supervisor knows that things have changed dramatically in the district compared to before.

Trustee Gonzalez is requesting a report of all the plots that are being sold to include Pre-Need and At-Need.

Rose Garden has been complete.

ACD Board of Trustees were highlighted in the newspaper. A copy of the newspaper was provided to each Board Member.

General Manager will be hiring a new Groundskeeper.

General Manager informed Board Members that the district is adhering to the Holiday Decoration Schedule.

Chair Wada asked if the district had a removal of flowers and decoration policy. He also asked if the policy could indicate per Board approved holidays.

B. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza informed the Board that COVID signs are still up. District still implements the same hygienic clean up.

Chair Wada asked if the entire staff has been vaccinated.

General Manager Mendoza has not asked staff if they are vaccinated. Some staff have informed General Manager that they have been vaccinated.

Chair Wada stated that he thinks that Cal/OSHA issued some dictates but backed away from that and it may come back in a month.

Trustee Laughlin asked about the Part Time Office Assistant position.

Chair Wada requested a motion for a 5-minute recess.

Trustee Gonzalez motioned to approve a 5-minute recess. Trustee Laughlin seconded. **Unanimous approval.** Recessed at 5:07 p.m.

The BoT reconvened at 5:12 p.m.

C. FINANCE/TREASURER's REPORT (Item presented prior to 8A-General Manager Report.)

Paul Kaymark, Finance Consultant, reviewed the Dashboard which indicates that the district has reached a million dollars in cash. The district may also reach a million dollars in overall program services for the 2020-2021 fiscal year.

Trustee Gonzalez motioned to approve the financial report. Seconded by Trustee Laughlin. **Unanimous approval.**

9. CONSENT ITEMS

A. MINUTES: May 13, 2021, Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Minutes of May 13, 2021. Trustee Palhinha seconded. **Unanimous approval.**

10. ACTION ITEMS

- A. GENERAL MANAGER 2021-2022 EMPLOYMENT AGREEMENT (Moved to item 10C)
Chair Wada was under the impression that this item was already approved. The Attorney had already reported back at the previous end of closed session.

Chair Wada reported that the contract with the General Manager is another one-year contract from July 1, 2021, to June 30, 2022. Overall compensation package was increased by 8% with an adjustment in salary offset by a reduction in health benefits going into the retirement account.

General Manager reported that the Board approved a monthly salary of \$7,200, a 9-month severance package, no health benefits, a \$2,167 to the 403(b) retirement, \$100 monthly car allowance, \$250 monthly technological allowance, administrative time-off, and vacation time.

- B. RESOLUTION 2021-010 APPROVING AND ADOPTING the FISCAL YEAR 2021-2022 BUDGET AND APPROPRIATIONS LIMIT

General Manager Mendoza provided an overview of the 2021-2022 Budget and Appropriations Limit and revenues.

Trustee Gonzalez requested to know how it was going with pest control.

Trustee Palhinha requested further information on the group of individuals who were interested in purchasing a large number of plots.

Trustee Palhinha motioned to approve and adopt the Fiscal Year 2021-2022 Budget and Appropriations Limit. Seconded by Trustee Laughlin.

Roll Call Vote:

Yes: 4 No: 0 Absent: 1 Abstention: 0

- C. ACD AUDIT PRESENTATION (Presented prior to Item 8A -Manager's Report)
David Farnsworth, Auditor provided brief presentation.

Paul Kaymark, Finance Consultant, and Antonio Mendoza, General Manager, will conference with David Farnsworth regarding an internal audit to present to the Board.

Trustee Palhinha expressed his concern regarding the need to be informed on the status of the investigation.

Chair Wada stated that the Board has attempted in the past to get a progress report on the investigation from the District Attorney's office, but the District Attorney has chosen to maintain confidentiality in all aspects of the investigation.

The Board directed the General Manager to request a formal inquiry to the District Attorney regarding a progress report update with as much information as possible. **Unanimous approval.**

11. BOARD COMMENTS

Trustee Palhinha is so glad that he took over a small part on the Board. Praised Ana for her work with all the documents provided to the BoT. He thinks that everyone works perfect together because everyone is involved and is looking for the best of the cemetery. Is glad that Chair Wada is back. Stated that Vice Chair Stewart did very well running meetings. Praised Chair Wada for running the meeting smoothly. He and his wife pray for him daily. Stated that General Manager Mendoza has done a fantastic job with public relations. He was able to get the cemetery in the front page. He is proud of General Manger Mendoza and sees his job done so well. He expressed how grateful he is to work with Chair Wada.

Trustee Laughlin expressed his mutual feeling with Trustee Palhinha about Chair Wada. He stated that he has spent a little time to walk around the cemetery when he picks up his binder or for other purposes; stated that it is an absolute beautiful facility. It is so much better than what it was. On Memorial Day he had the opportunity to go to the Downey Cemetery's event. It is much older. There aren't any plots available. They do not have the income that the ACD has. He expressed his concern about the cemetery's environment, including the trees. He is grateful for the work that is being done at the ACD; it is an inviting sanctuary for families.

Trustee Gonzalez stated that Cerritos and Artesia are supposed to be opening full force on July 1st. She suggested that the ACD could possibly implement an outreach with balloons and try to sell some plots. She also asked if the ACD was being promoted in the Holy Family bulletin. She was delighted to see that Chair Wada was back and healthy. Congratulated Ana on her daughter's marriage.

Chair Wada stated that the ACD had a lovely Memorial Day Ceremony. Appreciated that General Manager Mendoza was showcasing his staff. He made them feel a part of the team and a part of the family which was very good. Mentioned that in on one of his visits to the cemetery, he observed that one of the workers was outside with a pressure washer cleaning the outside walls which is important because it is the first glimpse that leaves an impression to a potential client or visitor; stated that it is nice to have a clean appearance. Chair Wada also reminded Board Members to make sure that Ana receives their notebooks because there is only one notebook assigned to each Board Member; and it is easier to go through the materials if it is inside the notebook with tabs.

12. ADJOURNMENT

Chair Wada requested a motion to adjourn the Regular Board of Trustee Meeting.

Trustee Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees to Thursday, July 8, 2021, at 4:00 p.m. Trustee Gonzalez seconded. **Unanimous approval.**

Meeting was adjourned at 5:39 p.m.