

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Thursday July 9, 2020**

**4:00 P.M**

**1. CALL TO ORDER**

The meeting was called to order by Chair Wada at 4:00 p.m.

**2. ROLL CALL**

**Present:** Trustee Gonzalez, Trustee Laughlin, and Chair Wada

**Present via Teleconference:** Trustee Palhinha

**Absent:** Vice Chair Stewart

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Laughlin.

**4. AGENDA**

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

**Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

**5. PUBLIC COMMENT**

No comments

**6. CLOSED SESSION**

None

**7. CLOSED SESSION ANNOUNCEMENTS**

No reportable items

**8. GENERAL MANAGER'S REPORT**

**A. ACD UPDATE**

The Lowering Device company will be reimbursing the ACD. General Manager will research other means for burials. The ACD currently has three (3) volunteers.

**B. COVID-19 PANDEMIC PROTECTIVE MEASURES**

General Manager is still working on compliance trainings for staff. He is also waiting to hear if FEMA grant will be allotted. Reviewed ACD COVID- 19 disclosures, rules, and regulations.

**C. FINANCE/TREASURER'S REPORT**

Trustee Laughlin motioned to accept the General Manager's Finance Report. Seconded by Trustee Palhinha. **Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

**9. CONSENT ITEMS**

**A. MINUTES: June 11, 2020 Regular Board Meeting Minutes**

Trustee Gonzalez motioned to approve the June 11, 2020 Regular Board Meeting Minutes.

Seconded by Trustee Palhinha. Trustee Laughlin abstained.

**Yes: 3 No: 0 Abstained: 1 Absent: 1 Approved**

*General Manager Mendoza requested the Chair's approval to move to item B (ACD Tree Planting) before discussing Item A (Resolution 2020-013 Local Agency Investment Fund (LAIF) for Investment of ACD Funds) because the Brightview representative had been waiting for a while to speak. Approval was granted.*

## 10. ACTION ITEMS

A. RESOLUTION 2020-013 LOCAL AGENCY INVESTMENT FUND (LAIF) FOR INVESTMENT OF ACD FUNDS

Trustee Laughlin motioned to adopt Resolution 2020-013 Local Agency Investment Fund (LAIF) for Investment of ACD Funds. Seconded by Trustee Palhinha.

**Roll Call Vote Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

B. ACD TREE PLANTING

General Manager shared his plan to replace trees that had been removed or lost. Representative Jose Antonio shared reasons for proposed trees and answered questions that the Board addressed.

Trustee Gonzalez motioned to approve \$3,997 for ACD Tree Planting. Seconded by Trustee Palhinha.

**Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

C. RESOLUTION 2020-014 ADOPTING MEMORIAL MARKER SPECIFICATIONS POLICY FOR FLUSH, UPRIGHT AND CHAPEL STYLE MEMORIAL MARKERS AND SETTING THE FEES THEREWITH

Trustee Palhinha motioned to adopt Resolution 2020-014 Adopting Memorial Marker Specifications Policy for Flush, Upright and Chapel Style Memorial Markers and Setting the Fees Therewith. Seconded by Trustee Laughlin.

**Roll Call Vote Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

*Chair Wada recessed the meeting at 5:27 p.m. Meeting reconvened at 5:33 p.m.*

D. RESOLUTION 2020-015 ADJUSTING CERTAIN FEES AND ADOPTING CERTAIN NEW FEES FOR SERVICES PROVIDED BY THE DISTRICT

Trustee Palhinha motioned to adopt Resolution 2020-015 Adjusting Certain Fees and Adopting Certain New Fees for Services Provided by the District. Seconded by Trustee Laughlin.

**Roll Call Vote Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

E. RESOLUTION 2020-016 ADOPTING BY REFERENCE THE MODEL CONFLICT OF INTEREST CODE OF THE FPPC AS THE CONFLICT OF INTEREST CODE FOR THE ACD

Trustee Palhinha moved to adopt Resolution 2020-016 Adopting by Reference the Model Conflict of Interest Code of the FPPC as the Conflict of Interest Code for the ACD. Seconded by Trustee Laughlin.

**Roll Call Vote Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

F. BOARD OF TRUSTEE LEADERSHIP RETREAT/STUDY SESSION

Trustee Palhinha motioned to table the Board of Trustee Leadership Retreat/Study Session to a future date at the General Manager's discretion. Seconded by Trustee Laughlin

**Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

G. ACD "REDEDICATION / GRAND RE-OPENING / ANNIVERSARY / OPEN HOUSE"

General Manager provided different options that included titles, type of gathering, and dates for event to recognize Supervisor Janice Hahn for her support of the Artesia Cemetery District. Board agreed to title the event ACD Rededication/Open House.

Trustee Palhinha motioned to approve the General Manager organizing the Rededication/Open House event. Seconded by Trustee Gonzalez. **Yes: 4 No: 0 Abstained: 0 Absent: 1 Approved**

## 11. BOARD COMMENTS

Trustee Gonzalez wanted to know if the General Manager had heard from the Contractors. Requested to know if the gopher situation had gotten better. She also requested to know if the machine was working fine.

Trustee Palhinha welcomed Trustee Mike Laughlin to the Board. Stated that he will have the pleasure of meeting him at the next meeting. Mentioned that we are in a bad situation with the endowment. Will keep mentioning it because he is afraid that people will forget that the endowment account is short \$900,000.

Trustee Laughlin appreciated being welcomed to the Board. Stated that it is going to be another interesting part to his world.

Trustee Gonzalez also welcomed Trustee Laughlin to the Board. She thanked him for serving our country. She heard him say that he was from Hawaiian Gardens and stated she has a lot of people that she works with in Hawaiian Gardens. Thanked Trustee Laughlin.

Chair Wada also welcomed Trustee Laughlin. He stated that he very much appreciated Trustee Laughlin's insightful comments and objective way that he looked at the budget, and the good questions that he asked. He congratulated the General Manager and clarified that he (Antonio Mendoza) was now going to be called General Manager as opposed to District Manager so that it is more aligned with the public cemetery districts. Trustee Wada appreciated the General Manager's rationale as to why he was doing the things that he was doing as opposed to making something up in response to questions asked or to the proposals that he brought to the Board. Mentioned that knowing that the General Manager has a plan and a strategy, gives the Board confidence in the decisions that he is making, and in how he is leading the district. He also congratulated the General Manager because in addition to the "Capilla" issue, he had another issue that involved an unhappy customer which was going towards a negative direction. The General Manager demonstrated good judgment, good patience, and turned lemons into lemonade which turned into a successful venture. Trustee Wada thinks that the General Manager regained the confidence of the customer. Thinks that he did a good job representing the Board, and that matters. Again, congratulated the General Manager. Mentioned that the General Manager was going on vacation. Reminded the Board that Ana will be working in the office by herself taking care of business and taking care of customer needs in the counter. Will rely on Ana to request support, if needed. Trustee Wada asked if his signature will be needed at the end of the meeting. Reminded the General Manager to fill in the new Trustee about the endowment issue and the history behind it.

## 12. ADJOURNMENT

Trustee Gonzalez motioned to adjourn the Regular Meeting of the Board of Trustees. Seconded by Trustee Palhinha. **Yes: 4 No: 0 Abstain: 0 Absent: 1 Approved**

Chair Wada adjourned the Board Meeting at 6:22 p.m. to the next Regular Meeting of the Board of Trustees to be held on Thursday, August 13, 2020 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.