

Artesia Cemetery District

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

Board of Trustees

Chair Michael Wada

Vice Chair Mike Laughlin

Trustee Arturo Sanchez, Jr.

Trustee Aurelia Palhinha

Trustee Allison Stewart

General Manager Antonio Mendoza

District Counsel Carlos Campos

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, November 13th, 2025

4:00 P.M.

1. CALL TO ORDER

Chair Wada called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Chair Wada, Vice Chair Laughlin, Trustee Sanchez, Trustee Palhinha

Absent: Trustee Stewart

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Sanchez

4. AGENDA

Vice Chair Laughlin motioned to approve the Agenda. Trustee Palhinha seconded.

4-0 Approval

1 Absent (Stewart)

5. PUBLIC COMMENT

No one present.

6. CLOSED SESSION:

Vice Chair Laughlin motioned to go into Closed Session at 4:01 P.M. Trustee Sanchez seconded.

7. CLOSED SESSION ANNOUNCEMENTS:

The Board reconvened to Open Session at 4:22 P.M

Nothing to report.

8. GENERAL MANAGER'S REPORT

A. FINANCE REPORT Dashboard, Revenues and Expenses, Endowment by Paul Kaymark

B. ACD UPDATES

Tier 4 Update: At Row 26 (located west of sidewalk)

Social Media: ACD interment process video complete

Dia de Los Muertos: Success

Heroes' Holiday Tribute Event: Date set for Sat., Dec 13th, instead of Fri., Dec 12

Entrance Signage: Will be installed on November 20, 2025

ACD Staff Jackets: Arrived

Block Map Measurements: Tier 2 Progressing

Equipment Update: Golf Cart Arrived

Garage Improvement: First Draft has been completed

Easeworks HR: Transitions Underway

Artesia Chamber of Commerce: Interview Panel Assistance & Admin. Advisor

Staff Holiday Luncheon: Discussion for possible dates. Proposed Dec., 17 @ 11:30am

Conferences/ Webinars/ Tours: Attended Oct 26-29 CSDA Conference for Clerks & Secretaries. Nov 12, Landscape Expo. Will be attending I3-Educational Conference for Municipalities/Govt,'s (Fiji) from Dec 1-4.

9. CONSENT ITEMS

A. Check Detail Report for the Month

B. Credit Card Detail Report

C. California Class Summary

D. October Burials & Services

Month of September- ACD had a total of **(19)** Funeral Services: **(12)** Full Burials and **(7)** Cremations.

We sold **(9)** Pre-Need plots.

E. MINUTES: October 9, 2025, Regular Board of Trustees Meeting Minutes

Vice Chair Laughlin motioned to approve the Consent Calendar. Trustee Sanchez seconded.

4-0 Approval

1 Absent (Stewart)

10. ACTION ITEMS

A. Purchase of Trees

Trustee Sanchez motioned to approve the purchase of trees. Trustee Palhinha seconded.

4-0 Approval

1 Absent (Stewart)

B. Resolution 2025-009 Review and Adopt Updates to ACD Employee Handbook

Vice Chair Laughlin Motioned to adopt the Updates to the ACD Employee Handbook. Trustee Palhinha seconded.

4-0 Approval

1 Absent (Stewart)

C. Resolution 2025-010 Adopting by Reference The Model Conflict of Interest Code of the FPPC as the Conflict of Interest Code for the ACD

Trustee Sanchez motioned to approve The Model Conflict of Interest Code of the FPPC as the Conflict of Interest Code for the ACD. Vice Chair Laughlin seconded.

4-0 Approval

1 Absent (Stewart)

D. Board Meeting Compensation Increase

Vice Chair Laughlin motioned to approve and begin the process for Board Meeting Compensation Increase. Trustee Palhinha seconded.

4-0 Approval

1 Absent (Stewart)

E. District Wide Mailer

Vice Chair Laughlin motioned to approve the District Wide Mailer. Trustee Palhinha seconded.

4-0 Approval

1 Absent (Stewart)

11. BOARD COMMENT

Chair Wada: Reminds the board of the upcoming board selection and would like to exclude himself as a candidate. Also emphasizes on the mission of the District.

Trustee Palhinha: Praises the staff on their work and thought the BoT Meeting was very interesting.

Trustee Sanchez: Enjoyed the DDLM event and enjoyed being able to watch the Dodger's game during the event. Also likes the improvements being made throughout the cemetery.

Trustee Stewart: Absent

Vice-Chair Laughlin: Enjoyed the DDLM event and praises staff on excellent job. Inquired about LAFCO boundary update.

12. ADJOURNMENT

Vice Chair Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Sanchez seconded.

4-0 Approval

1 Absent (Stewart)

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 6:04 pm

The next Meeting of the Board of Trustees will be held on **Thursday, December 11th, 2025 at 4:00 PM** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.