

# 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, August 14, 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 Stewart, Trustee Sanchez

**Absent:** Trustee Palhinha

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Sanchez.

### 4. AGENDA

Trustee Stewart motioned to approve the Agenda with an adjustment. Vice Chair Laughlin seconded.

**4-0 Approval**

**1 Absent**

### 5 PUBLIC COMMENT

No one present.

### 6 CLOSED SESSION: None

### 7 CLOSED SESSION ANNOUNCEMENTS: None

### 8 GENERAL MANAGER'S REPORT

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

**B. ACD UPDATES**

*Tier 4 Update:* Began row 24 (west of sidewalk)

*Social Media:* ACD interment process video almost done

*Open House Event:* Preparations underway; Mailer printed and will be mailed after Labor Day

*AED Update:* Has arrived and been installed

*Tree Trimming:* Underway

*American Red Cross Training:* Occurred on Thursday, August 7th

*STAFF Personnel Update:* P/T Office Assistant; New Groundskeeper, Groundskeeper returned; Summer Intern; Accounting Clerk

*Employee Luncheon:* Choose a Date in September. Board decided Sept. 10<sup>th</sup> would work best.

*Local Cemetery Assistance:* Information shared with LB Sunnyside

*Conferences/ Webinars/ Tours:* Visited Local Public Cemeteries; Lompoc CD; Oak Hills CD; Mission Inez Cemetery & Solvang Cemetery.

## 9 CONSENT ITEMS

A. Check Detail Report for the Month

B. Credit Card Detail Report

C. California Class Summary

D. May Burials & Services

Month of July- ACD had a total of **(18)** Funeral Services: **(18)** Full Burials and **(0)** Cremations. We sold **(9)** Pre-Need plots.

E. MINUTES: July 10, 2025, Regular Board of Trustees Meeting Minutes

Trustee Stewart motioned to approve the Consent Calendar. Trustee Sanchez seconded.

**4-0 Approval**

**1 Absent**

## 10 ACTION ITEMS

A. **Approve Engagement Letter and Annual Audit Draft for – Fiscal Year Ending 2024**

Vice Chair Laughlin motioned to accept the Engagement Letter and Annual Audit Draft for Fiscal Year Ending 2024. Trustee Stewart seconded.

**4-0 Approval**

**1 Absent**

B. **Purchase of new Copier**

Trustee Stewart motioned to approve the purchase of a new copier. Trustee Sanchez seconded.

**4-0 Approval**

**1 Absent**

C. **Board Shirts for Special Events**

Vice Chair Laughlin motioned to approve the purchase of Board shirts for special events. Trustee Stewart seconded.

**4-0 Approval**

**1 Absent**

D. **Resolution 2025-010 Adopting Employee Handbook**

The Board has agreed to move forward with the General Manager's discretion on how to proceed.

## 11 BOARD COMMENT

- Chair Wada:** Makes comment about the distribution of incoming funds and advises the board to start thinking about a resolution with regards to funds.
- Trustee Palhinha:** Absent
- Trustee Sanchez:** Thinks it was a very productive meeting. Thanks GM for all of his good work and congratulates Trustee Stewart on recent competition.
- Trustee Stewart:** Thanks the board for their well wishes at her recent competition.
- Vice-Chair Laughlin:** Very impressed with the tree trimming and the overall look of the cemetery. Is curious to see the turn-out from mailers that will be going out. Congratulates Allison.

## 12 ADJOURNMENT

Trustee Stewart motioned to adjourn the Regular Meeting of the Board of Trustees in memory of Luis Ferreira Toste. Trustee Sanchez seconded.

**4-0 Approval**

**1 Absent**

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:34 pm

The next Meeting of the Board of Trustees will be held on **Wednesday, September 10th, 2025 at 1:00 PM** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.