

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Thursday, March 18, 2021**

**4:00 P.M.**

**TELECONFERENCED MEETING**

**1. CALL TO ORDER**

Vice Chair Stewart called the meeting to order at 4:02 p.m.

**2. ROLL CALL**

**Present:** Trustee Gonzalez, Trustee Palhinha, Trustee Laughlin, and Vice Chair Stewart

**Absent:** Chair Wada

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Palhinha.

**4. AGENDA**

Vice Chair Stewart requested to add Prayer to the agenda.

Trustee Gonzalez motioned to approve the Agenda with the modification of adding prayer to agenda for this meeting only. Seconded by Trustee Laughlin.

Pledge of Allegiance will follow after the Agenda roll call vote.

**Roll Call Vote:**      Yes: 4              No: 0              Absent 1              Abstention: 0

**5. PRAYER**

Prayer was led by Trustee Gonzalez.

**6. PUBLIC COMMENT**

No public comments.

**7. CLOSED SESSION**

None

**8. GENERAL MANAGER'S REPORT**

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

January and February were good for the cemetery. ACD way above budget. Endowment fund has increased.

Trustee Laughlin motioned to approve the Finance Report. Seconded by Trustee Palhinha.

**Roll Call Vote:**      Yes: 4              No: 0              Absent 1              Abstention: 0

Trustee Palhinha expressed his appreciation of staff and Paul Kaymark, Financial Consultant, for a job well done.

**B. ACD UPDATE**

General Manager appreciated the comments. Total of 15 funerals in February. Auditor is still trying to finish audit. Hopefully, he will be done by the end of the month. General Manager hired a new Operations Supervisor with over 20 years of cemetery experience. He starts this upcoming Monday.

**COVID-19 PANDEMIC PROTECTIVE MEASURES**

ACD is still following all COVID protocols.

Investigator came to the office to gather more information needed for the case.

Trustee Palhinha directed the General Manager to receive an update on the investigation. He wants to make sure that the ACD received the monies it is owed.

Trustee Gonzalez motioned to approve the General Manager’s report. Seconded by Trustee Palhinha.

**Roll Call Vote:** Yes: 4 No: 0 Absent 1 Abstention: 0

**9. CONSENT ITEMS**

**A. MINUTES: February 11, 2021 Regular Board Meeting Minutes**

Trustee Laughlin motioned to approve the Minutes of February 11, 2021 Regular Board Meeting. Seconded by Trustee Gonzalez.

**Roll Call Vote:** Yes: 4 No: 0 Absent 1 Abstention: 0

**10. ACTION ITEMS**

**A. RESOLUTION 2021- 008 Approving and Adopting the Fiscal Year 2020-2021 Mid-Year Budget Adjustments**

Trustee Palhinha motioned to approve and adopt Resolution 2021-008 Approving and Adopting the Fiscal Year 2020-2021 Mid-Year Budget Adjustments. Seconded by Trustee Laughlin.

**Roll Call Vote:** Yes: 4 No: 0 Absent 1 Abstention: 0

**B. Professional Services Agreement by and between Artesia Cemetery District and Clark & Green Associates**

**C.**

Trustee Palhinha motioned to approve the Professional Services Agreement by and between the Artesia Cemetery District and Clark and Green Associates. Seconded by Trustee Laughlin.

**Roll Call Vote:** Yes: 4 No: 0 Absent 1 Abstention: 0

**11. BOARD COMMENTS**

Trustee Gonzalez requested to know how Chair Mike Wada was doing.

Trustee Palhinha thanked the board and Trustee Gonzalez for praying for Chair Wada. He praised Vice Chair Stewart for doing a great job with meetings. He stated that she did a job well done. He also praised General Manager Mendoza and Ana for doing an unbelievable job with the cemetery. Stated that people are starting to notice the job well done and is very proud of all of the employees of the Artesia Cemetery.

Trustee Laughlin praised Vice Chair Stewart for doing an outstanding job. She did not miss a step. Meeting was smooth. Thanked her for doing an outstanding job. He also came in on Tuesday to pick up

his binder. He was getting ready to get into his truck and a gentleman pulled up with his wife and Trustee Laughlin told him to give him a second; that he would be leaving so that the visitor could take his parking space due to a funeral to begin in 30 minutes. He informed Trustee Laughlin that he had stopped by to take pictures of his family's headstone. He told the visitor that he was one of the Trustees and asked him what he thought of the cemetery. Visitor stated that when he first came to the cemetery, he was very disappointed because the headstones were covered in dirt. They were uneven. Visitor spoke to the General Manager and the General Manager told the visitor to give him three months and come back and visit again. Visitor came back in three months and when he came back in three months, he was amazed at how good the cemetery looked and how nice the family's headstone looked. Visitor said that it was absolutely beautiful and that he was really, really, happy with the way things were going. He said that the cemetery has improved immeasurably. Trustee Laughlin stated that we are being noticed by people out there. He thinks it is all due to the General Manager, Ana, and the staff, that people are proud to have their families buried there.

Vice Chair Stewart thanked everyone for being very encouraging and patient with her.

## 12. ADJOURNMENT

Trustee Gonzalez motioned to adjourn the meeting. Seconded by Trustee Laughlin.

**Roll Call Vote:**      Yes: 4              No: 0              Absent 1              Abstention: 0

Meeting was adjourned at 4:36 p.m. to the next Regular Meeting of the Board of Trustees on Thursday, April 8, 2021 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.