

Artesia Cemetery District

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

Board of Trustees

Chair Mike Laughlin

Vice Chair Allison Stewart

Trustee Linda Gonzalez

Trustee Osvaldo Palhinha

Trustee Michael Wada

General Manager Antonio Mendoza

District Counsel Anne Branham

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, March 14, 2024

4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

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

Absent: Vice Chair Stewart

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Palhinha

4. AGENDA

Trustee Wada motioned to approve the Agenda of the March 14, 2024 Board Meeting. Trustee Gonzalez seconded. **Approved (4-0)**

5. PUBLIC COMMENT

No members of the public were present.

6. CLOSED SESSION

No Closed Session

7. CLOSED SESSION ANNOUNCEMENTS

No Announcements

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant reviewed the Finance/Treasurer's Report via Zoom. Trustee Palhinha motioned to approve the Finance/Treasurer's Report. Trustee Wada seconded. **Approved (4-0)**

B. ACD & COVID UPDATES

Tier 4 Update: Half-way through Row 11

Niche Wall/Ossuary: Under construction, on hold due to rain

Security Cameras & Banners: Installed. **Solar Lights:** Looking into putting in some solar lights to have more light in the cemetery at night.

Upgrades: Upgraded two new office desks. New phones and additional phone lines in progress; Garage Cabinets are pending. Working on upgrading new uniforms for the grounds crew and possibly looking into a new contract with a new company.

Chamber Mixer at ACD: Thursday, March 21st, 2024; 4:30 pm to 6:30 pm.

C. BURIALS & SERVICES

Month of February ACD had a total of (16) Funeral Services: (13) Full Burials and (3) Cremations. We sold (15) Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: February 8, 2024 Regular Board Meeting Minutes

Trustee Wada motioned to approve the Minutes. Trustee Gonzalez seconded. **Approved (4-0)**

10. ACTION ITEMS

A. REVIEW & ADOPT THE PRE-NEED INTERMENT PURCHASE AGREEMENT FOR (PAID-IN-FULL) CUSTOMERS

Trustee Gonzalez motioned to approve and adopt the updated Pre-Need Interment Purchase Agreement for (Paid-in-Full) Customers. Trustee Palhinha seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

B. ACD SOCIAL MEDIA CONSULTANT VIDEO PRESENTATION

No motion Needed/ Only Receive & File

C. PROPOSED 2024 EVALUATION PROCESS FOR GENERAL MANAGER

Trustee Palhinha motioned to accept the proposed 2024 Evaluation Process for General Manager. Trustee Gonzalez seconded. **Approved (4-0)**

11. BOARD COMMENTS

Trustee Gonzalez: Good luck in San Diego, be safe. Mike Laughlin did a nice job on video. See everyone next week.

Trustee Wada: Congrats to chair conducting a good meeting and his contribution to the social media video.

Trustee Palhinha: He said the cemetery looks so clean and nice, please pass on how proud he is to all the staff and congratulations to Antonio the General Manager.

Vice Chair Stewart: N/A

Chair Laughlin: When he came in on Tuesday, grounds crew were opening ground and they showed his wife because she wanted to see. The grounds crew were great. Will like to know if ACD conducts safety classed, etc.

12. ADJOURNMENT

Trustee Wada motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Gonzalez seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 4:58 p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, April 11, 2024 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.