

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

**Board of Trustees**

**Chair** Michael Wada

**Vice Chair** Linda Gonzalez

**Trustee** Allison Stewart      **Trustee** Osvaldo Palhinha      **Trustee** Mike Laughlin  
**General Manager** Antonio Mendoza      **District Counsel** Karen A. O'Neil

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

**Thursday, April 14, 2022**

**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, Trustee Laughlin, Trustee Palhinha

**Teleconference:** Trustee Stewart

**Late:** Vice Chair Gonzalez, joined during closed session

**3. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Trustee Palhinha

**4. AGENDA**

Trustee Laughlin motioned to approve the agenda. Seconded by Trustee Palhinha. **Approved 4-0-1**  
(Vice Chair Gonzalez not present)

**5. PUBLIC COMMENT**

No members of the public were present during the Public Comment allotted time.

During the Finance/Treasurer's Report, Bellflower City Council Member, Sonny R. Santa Ines and Recently Elected Cerritos City Council Member, Lynda Johnson were present. Lynda Johnson stated she was only present to observe. Council Member Sonny R. Santa Ines expressed his thanks to the General Manager for meeting with the Bellflower, Paramount and Lakewood City Managers to discuss the LAFCO application.

**6. CLOSED SESSION**

**A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

(Subdivision (a) of Section 54956.9)

Artesia Cemetery District vs. Robert Yeutter et al. (Case No. 21NWCV00562)

**B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

a. Pursuant to Government Code Section 54957

Public Employee: General Manager

**C. CONFERENCE WITH LABOR NEGOTIATOR**

a. Pursuant to Government Code Section 54957.6

District's Designated Representative: Chair Mike Wada

Unrepresented Employee: General Manager

Approved: May 12, 2022

#### D. OPEN SESSION

- a. General Manager Employment Agreement Amendment  
Salary & Benefits Adjustment

Trustee Laughlin motioned to move to Closed Session. Seconded by Trustee Stewart.

The Board of Trustees entered Closed Session at 4:16 p.m.

The Board of Trustees returned from Closed Session at 5:24 p.m.

#### 7. CLOSED SESSION ANNOUNCEMENTS

Chair Wada announced that the General Manager has been renewed for 1 year with a 5% adjustment to his compensation package.

#### 8. GENERAL MANAGER'S REPORT

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

Paul J. Kaymark CPA, Finance consultant, reviewed the March 2022 financial report. The General fund was up \$7,934. The Endowment up \$15,002, which includes interest. Totaling up to \$22,936 at the end of the 1<sup>st</sup> quarter of 2022. Accounts receivables decreased from \$219,411 to \$197,125. Total Program Services Revenue overall near the end of the 3<sup>rd</sup> quarter for the Fiscal year is at \$759,356. Total Revenue overall is at \$992,721, meeting the budgeted amount at 137% so far this Fiscal year. Net Income (Loss) at a positive \$306,166 for the year. Total Income compares similarly to last year.

##### B. ACD UPDATE

General Manager Mendoza notes that ACD has 15 total funeral services for the month of March. There were 14 full burials and 1 cremation. The ACD also sold 2 pre-need plots. GM Mendoza is still working with the architect to create a proposal to go to bidding. The Audit is in its final stages. The LAFCO application was submitted with changes that were requested at the meeting with the City Managers. The Grounds Special projects of pre-setting the Rose Gardens is now complete. The Rose Gardens is looking very nice with the Roses in full bloom. In the next few months we should be receiving the Angel Monuments to go in the corners of the Rose Gardens. The new Database program just completed their drone flyover. The Memorial Day Ceremony is set for Friday May 27, 2022. We are inviting all the local Elected Officials. We will have a photographer and present a wreath. General Manager Mendoza is planning to attend a summit in June. A grant to cover the cost was applied for.

##### C. COVID-19 PANDEMIC PROTECTIVE MEASURES

The ACD is still following all City and County recommendations.

#### 9. CONSENT ITEMS

- A. MINUTES: March 17, 2022, Regular Board Meeting Minutes  
Vice Chair Gonzalez motioned to approve the Minutes of the March 17, 2022 meeting. Trustee Palhinha seconded. **Approved 4-0-1** (Trustee Stewart not present)

#### 10. ACTION ITEMS

- A. RESOLUTION 2022-003 ADOPTING A MOTION PICTURE, TELEVISION, RADIO AND STILL PHOTOGRAPHY PRODUCTION ACTIVITIES POLICY

Trustee Laughlin motioned to approve RESOLUTION 2022-003. Trustee Palhinha seconded.  
**Approved 4-0-1** (Trustee Stewart not present)

## 11. BOARD COMMENTS

Trustee Laughlin: Went to Little Lake Cemetery, spoke to staff and they are impressed with our grounds. Could we add lines to the evaluation form to help guide where the Trustee's comments should go? ABC Unified is installing solar panels to many of their parking lots. Maybe we should look into solar panels to help offset some of the ACD costs.

Trustee Palhinha: Thank you to GM and Board

Vice Chair Gonzalez: Would like to apologize for being late. As always, feels the cemetery looks great. Thanks to the staff and grounds crew.

Chair Wada: Welcome to guests and thank you for attending. Congratulations to the newly elected officials. He hopes they can attend our Memorial Day celebration.

## 12. ADJOURNMENT

Vice Chair Gonzalez motioned to adjourn the Regular Meeting of the Board of Trustees to the next Regular Board Meeting to be held on Thursday, May 12, 2022, at 4:00 p.m. Trustee Palhinha seconded.  
**Approved 4-0-1** (Trustee Stewart not present)

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:41 p.m.