

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, March 17, 2022

4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

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

Teleconference: Trustee Stewart

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Trustee Laughlin

4. AGENDA

Trustee Palhinha motioned to approve the agenda. Seconded by Trustee Laughlin. **Approved.**

5. PUBLIC COMMENT

No members of the public were present. No public comments.

6. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—Potential Initiation of Litigation Pursuant to California Government Code Section 54956.9: (One Potential Case)

Closed Session was not held.

7. CLOSED SESSION ANNOUNCEMENTS

Closed Session was not held.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Finance Consultant, reviewed the February 2022 financial report. Total General Fund was at \$1,478,995 at the end of February. The total in Accounts Receivable for the Month was \$219,411, up \$677 compared to January. Total program services amounts are currently at \$703,400., budgeted amount for the fiscal year is \$426,000, exceeding the goal. Total Revenue is \$936,308 current fiscal year, exceeding the full year budget of \$727,200. Total Expenditures are at \$615,853, the full year budgeted amount is \$724,404. The Endowment care totals are up to \$176,508, the annual budgeted amount is \$121,200. Total net income overall at \$496,963.

Approved: April 14, 2022

There was a question regarding the approx. \$900,000 that needed to be paid back to the Endowment fund. Paul's opinion is that we should wait and see what happens with the potential litigation, and once that is exhausted start looking at it again.

Trustee Palhinha motioned to approve the February 2022 Financial Report. Trustee Stewart seconded. **Approved.**

B. ACD UPDATE

General Manager Mendoza presented the Manager's Report. The total number of interments for the month of February was 12. Of the 12, 9 were full burials and 3 were cremations. The ACD also sold 6 pre-need plots. General Manager Mendoza has been working the Architect with project in the Rose Garden and planning of a niche wall. The rear gate work is complete. General Manager Mendoza is looking into someone who does ironwork to make it look nice. The Grounds crew is continuing to pre-set concrete vaults in the Rose Garden, the work is close to being completed. The Cesar Chavez Holiday will be observed on Friday April 1, 2022 with the cemetery office being closed. The ACD is still working on the audit. General Manager Mendoza went to the CAPC annual conference. He notes how helpful it is to get information from other GMs and members of boards to exchange ideas and get feedback. Pictures were shown of completed and on-going projects. General Manager Mendoza met with city managers regarding the LAFCO application to give them more understanding of the process. A representative from LAFCO was present to help explain in further detail. There was a City of Cerritos city council meeting that took place recently that discussed the LAFCO application as well as Rosewood Park, which the ACD leases to the City of Cerritos. A letter that the ACD board sent to the City of Cerritos was discussed. A video of a part of the council meeting was played for reference. The Board of Trustees discussed the video and the miscommunication and misinformation that was noted.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

The County's mask mandate has been lifted. Masks are highly recommended but it is on a voluntary basis. The ACD is following the County guidelines.

9. CONSENT ITEMS

A. MINUTES: February 10, 2022, Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Minutes of the February 10, 2022 meeting. Trustee Stewart abstained due to not attending the February meeting. Trustee Palhinha seconded. **Approved.**

10. ACTION ITEMS

A. New Decedent Database and Plot Mapping Program for ACD

General Manager Mendoza has been comparing new programs over the last few months for the ACD's decedent database and plot mapping. He spoke with other cemeteries through the country to get feedback. The company that seems to be the most economical and still provide the best service, is Chronicle. Our attorney also looked over the proposal and the contracts, she is confident moving forward with them. General Manager Mendoza feels Chronicle is the best choice. This program would be to help family members find their loved ones. It will help anyone locate any open plots available. It will help the office staff with identifying inventory. They would bring in drones to accurately map the cemetery. It will also help to identify which plots have markers/headstones. The General Manager feels it will be beneficial now and more so in the future when there will be no further plot sales. The goal is to move from everything being on paper and not being accessible to the public, to updating and upgrading to digital with more accessibility.

Trustee Palhinha motioned to approve the New Decedent Database and Plot Mapping Program for ACD. Trustee Laughlin seconded. **Approved.**

B. Proposed Evaluation and Contract Negotiations Process for General Manager

An annual performance evaluation for the position of General Manager. Evaluation forms are given to each Trustee. There was a discussion regarding how the form should be filled out to help with consistency.

Vice Chair Gonzalez motioned to approve the Proposed Evaluation and Contract Negotiations Process for General Manager. Trustee Stewart seconded. **Approved.**

11. BOARD COMMENTS

Trustee Laughlin: Nothing at this time

Trustee Palhinha: Asked how much the City of Cerritos is paying the ACD for use of the area for Rosewood Park. The amount is \$1 per year, and as of yet, the ACD has not received that payment.

Trustee Stewart: No comments, left the early via teleconference.

Vice Chair Gonzalez: Asked to check how much our water bill is regularly. She would like to note that the Artesia Cemetery is located in the city of Cerritos and helps to beautify the city, especially over the last few years.

Chair Wada: The luncheon celebration that was held for the anniversary of the General Manager was fantastic. It was nice to have all staff and the board together.

12. ADJOURNMENT

Trustee Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees to the next Regular Board Meeting to be held on Thursday, April 14, 2022, at 4:00 p.m. Trustee Palhinha seconded.

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:49 p.m.