

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, December 11, 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 Sanchez, Trustee Palhinha, Trustee Stewart

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Wada

4. AGENDA

Trustee Stewart motioned to approve the Agenda with a correction to adjournment date.
Trustee Sanchez seconded.

5-0 Approval

5. PUBLIC COMMENT

No one present.

6. CLOSED SESSION:

Vice Chair Laughlin motioned to go into Closed Session at 4:02 P.M. Trustee Palhinha seconded.

7. CLOSED SESSION ANNOUNCEMENTS:

The Board reconvened to Open Session at 5:24 P.M.
Nothing to report.

8. GENERAL MANAGER'S REPORT

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

B. ACD UPDATES

Tier 4 Update: At Row 26 (located west of sidewalk)

Social Media: ACD interment process video complete

Heroes' Holiday Tribute Event: All set for Sat., Dec. 13th

Entrance Signage: Completed

LAFCO Update: Attached

Block Map Measurements: Tier 2 Progressing

CAPC Conference GM Awards: Chair will submit Nomination

Garage Improvement: In Progress

Easeworks HR: Transitions Complete; Begin January

Artesia Chamber of Commerce: New Directors and Officers

Staff Holiday Luncheon: Dec., 17 at 11:30am

Conferences/ Webinars/ Tours: Attended I3-Educational Conference for Municipalities/Govt,'s (Fiji) from Dec 1-4. CAPC conference and awards-March 2026

Upgrades: Irrigation Timer with Flow Vales; In progress

9. CONSENT ITEMS

A. Check Detail Report for the Month

B. Credit Card Detail Report

C. California Class Summary

D. October Burials & Services

Month of November- ACD had a total of **(15)** Funeral Services: **(15)** Full Burials and **(0)** Cremations.

We sold **(1)** Pre-Need plots.

E. MINUTES: November 13, 2025, Regular Board of Trustees Meeting Minutes

Vice Chair Laughlin motioned to approve the Consent Calendar. Trustee Sanchez seconded.

5-0 Approval

10. ACTION ITEMS

A. **Review and Acceptance of Preliminary Auditors Report for Fiscal Year Ending 2025**

Trustee Stewart motioned to approve the preliminary auditors report for fiscal year ending 2025. Trustee Palhinha seconded.

5-0 Approval

B. **Adoption of Annual Calendars of 2026**

Trustee Sanchez motioned to adopt the Annual Calendars of 2026 with suggested changes and corrections. Trustee Palhinha seconded.

5-0 Approval

C. Introduction of Ordinance 2026-01 Increasing the Trustees Compensation for Attending Board Meetings

Chair Wada opened Ordinance 2026-01 for public comment. No one present.

Vice Chair Laughlin motioned to close public comment. Trustee Stewart seconded.

5-0 Approval to close public hearing

Vice Chair Laughlin motioned to approve the introduction of Ordinance 2026.01 Increasing the Trustee's Compensation for Attending Board meetings, waive full reading of Ordinance 2026-01 and introduce the ordinance by title only for first reading and schedule the second reading and potential adoption of Ordinance No. 2026-01 at the next regular Board meeting on January 8, 2026. Trustee Palhinha seconded.

5-0 Approval

D. Selection of Officers for the Board of Trustees for 2026

E. Vice Chair Laughlin nominates Trustee Stewart as the proceeding Chair of the Board of Trustees. Trustee Stewart accepts the nomination and nominates Chair Laughlin as Vice Chair for the proceeding Board of Trustees. The Board nominates General Manager Mendoza as the appointee of the Board of Trustees Secretary. General Manager Mendoza accepts the nomination.

5-0 Approval

11. BOARD COMMENT

Chair Wada: Congratulates incoming Chair and thanks everyone for their patience. Expresses gratitude to our accounting clerk for all her work.

Trustee Palhinha: Thought it was a very interesting meeting and congratulates the incoming Chair and Vice Chair.

Trustee Sanchez: Congratulates new Chair and Vice Chair and is looking forward to the upcoming event.

Trustee Stewart: Appreciates the nomination and is looking forward to serving the district as the incoming Chair.

Vice-Chair Laughlin: Looks forward to working with the incoming Chair.

12. ADJOURNMENT

Trustee Stewart motioned to adjourn the Regular Meeting of the Board of Trustees. Vice Chair Laughlin seconded.

5-0 Approval

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 6:33 pm

The next Meeting of the Board of Trustees will be held on **Thursday, January 8th, 2026 at 4:00 PM** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.