

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

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

**AGENDA**  
**Thursday, May 13, 2021**

**4:00 P.M.**

**TELECONFERENCED MEETING**  
**(Conducted Pursuant to Governor Executive Order N-29-20)**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

All Board Members were present. Four Board Members present via Teleconference. One Board Member was present in person.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Laughlin.

**4. AGENDA - Approval of Agenda**

Trustee Gonzalez motioned to approve the agenda. Seconded by Vice Chair Stewart.  
**Unanimous approval**

**5. PUBLIC COMMENT**

No public comments.

**6. CLOSED SESSION**

**Trustee Palhinha motioned to move to Closed Session. Unanimous approval.**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

- a. Pursuant to Government Code Section 54957  
Public Employee: General Manager

**B. CONFERENCE WITH LABOR NEGOTIATOR**

- a. Pursuant to Government Code Section 54957.6  
District's Designated Representative: Vice Chair Allison Stewart  
Unrepresented Employee: General Manager

**Board Members entered Closed session at 4:02 p.m.**

Board Members returned from Closed Session into Open Session at 5:08 p.m.

**C. OPEN SESSION**

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

**Announcement(s):**

General Counsel Quintanilla reported that the Board of Trustees met in Closed Session on two items. First item had to do with Employee Performance Evaluation of the General Manager. There are no reportable actions taken on this item.

Second item was regarding Labor Negotiations with the General Manager, Non-Represented Employee. There was discussion, and a consensus was reached over making an offer to the General Manager regarding a proposed increase of 8% which the General Manager has accepted. Now, it will need to be added the agenda. Pursuant to the Brown Act, the 8% is going to be applied on an annual basis to this compensation package which approves the \$3,000 before compensation that he's received and the medical benefits of \$3,200 a month. This is the proposed 8% increase that is going to commence July 1, 2021. Board will have to call for a motion and for a vote.

Trustee Palhinha motioned to accept the contract with General Manager Antonio Mendoza. Seconded by Vice Chair Stewart.

Steve Quintanilla, Attorney, requested direction from the Board of Trustees prior to taking a vote. To prepare the necessary amendment and to prepare to sign it so the Board does not have to place it back on the agenda.

Chair Wada made a motion as a friendly amendment to Trustee Palhinha's motion that the Board direct the attorney to prepare the contract and the appropriate term. There was a first and a second.

**Unanimous approval**

**7. GENERAL MANAGER'S REPORT****A. FINANCE/TREASURER'S REPORT**

Paul Kaymark, Financial Consultant, reviewed Finance Report with Board Members. April was a good month for ACD; may reach a million dollars in sales for the year. Overall, total revenue is 1.2 million. Another good month.

Trustee Palhinha is proud of the job the General Manager has done. He also praised the new employee because he has been changing many things and the cemetery looks much better.

Trustee Gonzalez motioned to approve the Financial Report. Seconded by Trustee Palhinha.

**Unanimous approval**

**B. ACD UPDATE**

General Manager provided an overview and informed the Board that he hopes that they will be able to meet the new Supervisor. There have been massive improvements since he arrived to ACD. He is also a handyman. Month of April was slow compared to the previous 4 months. Chart was provided to compare 2020 and 2021. Audit has been completed. Rose Garden is almost complete. Irrigation issues do not go away but will work on it. Double depth vaults are now installed in less than two hours.

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

They (County) are lessening the restrictions. General Manager will remove signs that state that they are required to wear their masks while visiting. May still ask them to wear them during the funeral services until June and will see how that looks. He will leave the sign that inform visitors that they enter at their own risk. If they get sick, it is on them, and should not blame the cemetery. We are progressing.

## 8. CONSENT ITEMS

- A. MINUTES: April 8, 2021, Regular Board Meeting Minutes

Vice Chair Stewart motioned to approve the April 8, 2021, Regular Board Meeting Minutes. Seconded by Trustee Laughlin.

**No objections. One abstention. Item passes.**

## 9. ACTION ITEMS

### RESOLUTION 2021- 009 ADOPTING AND APPROVING A CREDIT CARD POLICY

Cemetery does not have a policy for employees who have access to a district credit card. Policy will protect the district and employees; and it will provide guidelines. General Manager asked for the Boards support.

Trustee Laughlin motioned to approve Resolution 2021-009 Adopting and Approving a Credit Card Policy. Seconded by Vice Chair Stewart.

Roll Call Vote

**Yes: 5          No: 0          Abstention: 0**

**Unanimous approval**

- A. BRIGHTVIEW TREE SERVICE CONTRACT

Trustee Gonzalez motioned to approve the Brightview Tree Service Contract. Seconded by Trustee Palhinha. **Unanimous approval**

- A. ROSE GARDEN FENCE REPLACEMENT

Trustee Palhinha motioned to approve the Rose Garden Fence Replacement. Seconded by Trustee Gonzalez. **Unanimous approval.**

- A. MEMORIAL DAY WREATH PLACEMENT

Board Members will hold the laying of the wreath at 8:30 a.m. on Friday, May 28, 2021.

## 10. BOARD COMMENTS

Trustee Gonzalez: No Comments

Trustee Palhinha: Is proud of the cemetery. It looks beautiful and very pleasant. Congratulated the General Manager and all the employees for the superb job. He stated that knowing what we had before (a couple of years ago) and knowing what we have today, is like night and day; it makes him very proud to be a part of the progress.

Trustee Laughlin: Trustee Laughlin stated that he still does not know all of the things that are in place at the cemetery. But was reading through the magazine that he received in his packet, and it prompted three questions. 1) we do a lot of tree trimming and mowing, and we have a lot of flowers and roses, do we have a compost system so that we can reutilize that stuff or is it taken to the landfill? 2) Do we have an emergency preparedness plan or is it something that is necessary for us to have? When in discussion about the audit and he(auditor) had to come back and get additional documents a number of times, 3) asked if all of the documents are on hard copy or if we are digitizing our documents and storing them on thumb drives or disks?

Vice Chair Stewart: Welcomed Chair Wada back. Stated that it is nice to be at the office and that it would be great to see everyone next month.

Chair Wada: Expressed his appreciation to the entire Board and to Tony and to Ana for their thoughts and prayers. Stated that Allison crushed it for a while. Told the Board that they got him through it. Wanted to be honest about it, otherwise he would not have made it. He thanked Vice Chair Stewart for chairing the meetings and taking over. His departure was abrupt and from everything he's heard, she did a wonderful and beautiful job. Thanked Vice Chair Stewart.

Chair Wada entertained a motion to adjourn the meeting to Thursday, June 10, 2021, 4 p.m. at the district office.

Trustee Laughlin motioned to adjourn the meeting. Seconded by Vice Chair Stewart. **Unanimous approval.**

## **11. ADJOURNMENT**

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:59 p.m. to the next Regular Meeting of the Board of Trustees scheduled on Thursday, June 10, 2021, at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.