

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, April 10, 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 Stewart, Trustee Sanchez, Trustee Palhinha

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Wada.

4. AGENDA

Chair Wada Motioned to move item 7(b) a. Financial Report after public comment.

Trustee Stewart motioned to approve the Agenda of the April 10, 2025 Regular Meeting with changes.

Trustee Sanchez seconded.

5-0 Unanimous Approval

5. PUBLIC COMMENT

No one present.

6. CLOSED SESSION

Trustee Stewart motioned to go into closed session at 4:08 p.m. Vice Chair Laughlin Seconded.

5-0 Unanimous Approval

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

a. Pursuant to Government Code (Section 54957 (b) (1))

Public Employee: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

a. Pursuant to Government Code (Section 54957.6)

District's Designated Representative: General Counsel

Unrepresented Employee: General Manager

C. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

- a. Initiation of Litigation – Pursuant to Government Code Section 54956.9 (d)(2)(e)(1)
One (1) Potential Case

The Board of Trustees reconvened to open session at 6:18 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

- a. As directed by legal counsel, a revised agreement will be presented at the next Regular Meeting for the Board of Trustees.
- b. The board has received direction on closed session item (c).

8. GENERAL MANAGER’S REPORT

A. FINANCE REPORT Dashboard, Revenues and Expenses, Endowment by Paul Kaymark
Agenda Item moved to after public comment

B. ACD & COVID UPDATES

Tier 4 Update: Working on row 22

Social Media: Working with social media consultant to create mailer and creation of ACD interment

SyTech Services: Scanning complete and currently awaiting file upload to SharePoint

Form 700 reminder: All form 700’s have been completed

Ossuary Community event: on Earth Day (Tuesday., 04/22/2025)

Upgrades: Garage Cabinets have arrived and will be installed soon

Lawn Care Fertilization and Weeds treatment: Will be applied in preparation for the summer

Local Cemetery Assistance: Sunny Side has requested assistance; Nothing from Little Lake

Athens Disposal Services: Significant price change

GM Time-Off: From April 14th-17th, 2025

CSDA/CAPC: Conference coming up in August 2025

C. Customer Satisfaction Survey 1st Quarter

Received 6 (at-need) responses, 0 pre-need responses. We also received 3 survey comments and 1 google review.

9. CONSENT ITEMS

A. MINUTES: March 13th, 2025 Special Board Meeting

B. Burial Services and Pre-Need Sales for the month

Month of March

ACD had a total of **(17)** Funeral Services: **(15)** Full Burials and **(2)** Cremations.

We sold **(10)** Pre-Need plots.

C. Check Detail Report for the Month

D. Credit Card Detail Report for the Month

E. California Class Summary

Trustee Sanchez motioned to approve the Consent Calendar. Vice Chair Laughlin seconded.
5-0 Unanimous Approval

10. ACTION ITEMS

A. RESOLUTION 2025-004 Review and Adoption of edits to the Employee Handbook

Chair Wada motioned to move this item to the next regular meeting.

B. Board Sub-Committees Assignments for 2025

Trustee Stewart motioned to approve the sub-committee assignments. Trustee Palhinha seconded.

11. BOARD COMMENT

Chair Wada: Thanked everyone for their support.

Trustee Palhinha: Thought meeting was interesting and enlightening.

Trustee Sanchez: Thought it was an exciting meeting and reflects on a previous military experience.

Trustee Stewart: Learned a lot from being a part of first negotiations.

Vice-Chair Laughlin: Thanked legal counsel for joining the Board of Trustees Meeting.

12. ADJOURNMENT

Trustee Stewart motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Palhinha seconded.

5-0 Unanimous Approval

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 6:51 pm

The next Meeting of the Board of Trustees will be held on **Thursday, May 8th, 2025 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.