

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, August 11, 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, Vice Chair Gonzalez, Trustee Laughlin, Trustee Palhinha,

Teleconference: Trustee Stewart

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Trustee Laughlin

4. AGENDA

Slight change was made to the order of agenda. Vice Chair Gonzalez motioned to approve the Agenda of the August 11, 2022 meeting. Trustee Palhinha seconded.

Unanimously Approved 5-0-0

5. PUBLIC COMMENT

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

6. CLOSED SESSION

No Closed Session took place during this board meeting.

7. CLOSED SESSION ANNOUNCEMENTS

No announcements/ No Closed Session

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant was not present, the General manager read the financial report.

Trustee Palhinha motioned to approve the Finance/Treasurer's Report. Trustee Laughlin seconded.

Unanimously Approved. 5-0-0

B. ACD UPDATE

General Manager Mendoza presented the monthly update for the ACD to the Board.

He reports there were 14 total funerals in July. Of the 14, 11 were full burials and 3 were cremations. The ACD also sold 7 Pre-need plots. We are still waiting on the LAFCO application. Under grounds special projects, looked into the curbs in driveway and re-pave in the future. The Database program, we are waiting for data to be updated, possibly go live by September. The new PT Office assistant position has been hired and in training. The Monolith Rock and Pedestals have been installed and finalized. Upcoming ACD events: ACD anniversary on 9/24 will host an Open House (Sat. 9/24) to invite community, and Dia de Los Muertos (Sat. 10/29) Movie Night. Upcoming Conferences/Webinars: Aug. 22-25th; CSDA Annual Conference and Exhibitor Showcase/ Palm Springs

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

There are no changes to the ACD protective measures, although, State and County health officials have removed mask requirements. The grounds crew is continuing to clean and sanitize.

Board of Trustees Adopted Resolution 2021-004.

9. CONSENT ITEMS

A. MINUTES: July 21, 2022, Regular Board Meeting Minutes

Minutes were discussed, and corrections were made to 8A. correction made to second page word changed to “compared” not “compared”.

Trustee Laughlin motioned to approve the Minutes of the July 21, 2022 meeting. Trustee Stewart seconded.

Unanimously Approved 5-0-0

10. ACTION ITEMS

A. AUDITOR RENEWAL FOR FY 2021-22

Review the proposal and approve the Agreement with Harshwal & Company for our annual Audit for FYE 2022. The cost for this audit will be \$5,500

Trustee Palhinha motioned to approve the Auditor Renewal for FY 2021-22. Trustee Laughlin seconded.

Unanimously Approved 5-0-0

B. RESOLUTION 2022-008 ADOPTING RESERVE POLICY

Special Districts are required to have a Reserve Policy for unrestricted funds. the Resolution will establish amounts and limits for each reserve category with input from General Manager Mendoza.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Yes

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Unanimously Approved 5-0-0

C. RESOLUTION 2022-009 ADOPTING AN INVESTMENT OF DISTRICT FUNDS POLICY

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency’s legislative body at a public meeting (GC § 53646(a)). The Board discussed the Resolution with input on how ACD can/cannot spend funds from General Manager Mendoza.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Yes

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Unanimously Approved 5-0-0

D. RESOLUTION 2022-010 ADOPTING THE ACD CAFETERIA PLAN

The ACD Cafeteria Plan (the "Cafeteria Plan") is a Flexible Benefits Plan that will allow eligible Employees to choose from a menu of different benefits paid for with pre-tax dollars. (Such plans are also commonly known as "salary reduction plans" or "Section 125 plans"). Under this Cafeteria Plan, the ACD may continue, at its own discretion, to offer cash in lieu of benefits for participants who do not choose medical benefits. The Board discussed the Resolution with input from General Manager Mendoza.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Yes

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Unanimously Approved 5-0-0

E. PRICING PROPOSAL FOR TIER 4: NEW BURIALS IN NEW DOUBLE-DEPTH SECTIONS (BLOCKS 193-201)

The ACD has a Strategic Development Plan that includes the pre-setting of double-depth vaults in the remaining blocks in the rear of the cemetery. To help accommodate the needs of the community, staff has prepared a new Tier 4 with pricing for new purchases/burials in the new sections.

Trustee Palhinha motioned to approve the Pricing Proposal for Tier 4. Trustee Stewart seconded.

Unanimously Approved 5-0-0

F. NAMING PROPOSAL FOR NEW MONOLITH ROCK

The ACD has installed a new monolith rock that will retain 44 new cremation interments. Staff is asking the BOT to select a name for the monolith rock as a reference moving forward.

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|---------------------|---------------------|
| 1. The Resting Rock | 5. Serenity Rock |
| 2. Rock of Faith | 6. Serenity Stone |
| 3. Rock of Hope | 7. Remembrance Rock |
| 4. Rock of Love | |

No name was decided, suggested an open house process, community input/ballot

11. BOARD COMMENTS

Trustee Laughlin: Mentioned that he noticed running wires. Asked if anyone saw the news about a man who ran his truck over during a funeral service as he was trying to run over his sister. The man hit gravestones and etc.

Trustee Palhinha: He commented that it was a good meeting and congratulated the General Manager Antonio Mendoza.

Trustee Stewart: She wished everyone a good weekend and Happy Birthday to Vice-Chair Linda Gonzalez.

Vice Chair Gonzalez: She thanked everyone for the birthday wishes

Chair Wada: He thanked everyone for the birthday

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, September 15, 2022 at 4 p.m. Trustee Laughlin seconded.

Unanimously Approved 5-0-0

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:48 p.m.