

**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**

**Wednesday, September 10, 2025**

**1:00 P.M.**

**1. CALL TO ORDER**

**Chair** Wada called the meeting to order at 1:00 p.m.

**2. ROLL CALL**

**Present:** Chair Wada, Vice Chair Laughlin, Trustee Palhinha, Trustee Sanchez

**Absent:** Trustee Stewart

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Wada.

**4. AGENDA**

Vice Chair Laughlin motioned to approve the Agenda with an adjustment. Trustee Sanchez seconded.

**4-0 Approval; 1 Absent (Stewart)**

**5 PUBLIC COMMENT**

No one present.

**6 CLOSED SESSION: None**

**7 CLOSED SESSION ANNOUNCEMENTS: None**

**8 GENERAL MANAGER'S REPORT**

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

**B. ACD UPDATES**

*Tier 4 Update:* Finishing Row 25 (located west of sidewalk)

*Social Media:* ACD interment process video almost done

*Open House Event:* Preparations underway; Mailer printed and was mailed after Labor Day; GM presented at local City Councils.

*Vandalism:* Entrance signage was detached and tree stolen

*Tree Trimming:* Completed

*Grounds equipment trainings:* Ongoing

*STAFF Personnel Update:* New P/T Office Assistant

*City of Artesia State of the City:* Attended last week

*Improvements:* Garage Breakroom and GM Office

*Local Cemetery Assistance:* Information shared with LB Sunnyside

*Conferences/ Webinars/ Tours:* Sept. 12 Visit Oak Hill Cemetery (North SD Cemetery Dist.) in San Diego. Oct 26-29 CSDA Conference for Clerks and Secretaries.

## 9 CONSENT ITEMS

A. Check Detail Report for the Month

B. Credit Card Detail Report

C. California Class Summary

D. May Burials & Services

Month of August- ACD had a total of **(11)** Funeral Services: **(10)** Full Burials and **(1)** Cremations. We sold **(2)** Pre-Need plots.

E. MINUTES: August 14, 2025, Regular Board of Trustees Meeting Minutes

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

**4-0 Approval; 1 Absent (Stewart)**

## 10 ACTION ITEMS

**A. Approve Engagement Letter for Annual Audit Services – Fiscal Year Ending 2025**

Trustee Sanchez motioned to approve the Engagement Letter for Annual Audit Services for Fiscal Year Ending 2025. Vice Chair Laughlin seconded.

**4-0 Approval; 1 Absent (Stewart)**

**B. Approve Agreement with EaseWorks HR Support**

Vice Chair Laughlin motioned to approve the agreement with EaseWorks HR Support. Trustee Palhinha seconded.

**4-0 Approval; 1 Absent (Stewart)**

**C. Purchase of Two-Way Radios (Upgrade)**

Trustee Sanchez motioned to approve the purchase of Two-Way Radios. Trustee Palhinha seconded.

**4-0 Approval; 1 Absent (Stewart)**

**D. Purchase of a 6-Passenger Golf Cart**

Trustee Sanchez motioned to approve the purchase of a 6-Passenger Golf Cart. Vice Chair Laughlin seconded.

**4-0 Approval; 1 Absent (Stewart)**

## 11 BOARD COMMENT

**Chair Wada:** Praised GM for pushing the cemetery mission forward and creating a presence for the cemetery in recent City Counsel meeting visits. Chair Wada commends The Board for their great work together and harmony in working together.

**Trustee Palhinha:** Thanked Chair Wada for today's luncheon.

**Trustee Sanchez:** Thanked the Chair for luncheon and discussed upcoming Halloween Parade started by his father Arturo Sanchez Sr. Event will be held October 11, 2025.

**Trustee Stewart:** Absent

**Vice-Chair Laughlin:** Thanked the Chair for luncheon and is glad to know he is doing well in health. Commends the GM for bringing forward items to the board that are for the betterment of the cemetery and operations.

## 12 ADJOURNMENT

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

**4-0 Approval**

**1 Absent (Stewart)**

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 2:50 pm

The next Special Meeting of the Board of Trustees will be held on **Saturday, 20th, 2025 at 9:30 AM** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.