

Artesia Cemetery District

Meeting Location: 11142 Artesia Blvd., Cerritos, CA 90703

Board of Trustees

Chair Mike Laughlin

Vice Chair Allison Stewart

Trustee Linda Gonzalez

Trustee Osvaldo Palhinha

Trustee Michael Wada

General Manager Antonio Mendoza

District Counsel Carlos Campos

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, July 11, 2024

4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

Present: Chair Laughlin, Trustee Wada, Trustee Gonzalez, Trustee Palhinha

Absent: Vice Chair Stewart

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Gonzalez.

4. AGENDA

Trustee Mike Wada motioned to approve the Agenda of the July 11, 2024 with an adjustment of item# 8A moved up after Item# 5 Public Comments. Trustee Gonzalez seconded.

Approved 4-0-1

5. PUBLIC COMMENT

None

6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

Artesia Cemetery District vs. Robert Yeutter et al. (Case No. 21NWCV00562)

The Board of Trustees entered Closed Session at 4:07 p.m.

The Board of Trustees returned from Closed Session at 4:23 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

No Announcements

8. GENERAL MANAGER’S REPORT

A. FINANCE/TREASURER’S REPORT

Paul J. Kaymark CPA, Financial consultant reviewed the Finance/Treasurer’s Report via Zoom. Trustee Wada motioned to approve the Finance/Treasurer’s Report. Trustee Palhinha seconded. **Approved 4-0-1**

B. ACD & COVID UPDATES

Tier 4 Update: Row 14 has been completed, (2) new trees were planted. More trees will be added as the new rows are completed.

Niche Wall/Ossuary/Rest Room: Niche wall almost completed, the wood needs to be stained. Granite paneling almost complete on the Ossuary. Restroom painted already, one more week or so and it should be complete. Parking lot is complete, the slurry has been added, they did a very good job.

Serenity Stone: Has been Installed and flowers planted around it.

Customer Satisfaction Survey: Looking into creating and starting a customer survey. He will let board see the survey before he implements it. He will also speak to staff.

CSDA Annual Conference: GM will be attending this Conference in September, He received a grant for this.

GM Time-Off: GM will be off next week.

COVID Updates: Nothing new to report

C. BURIALS & SERVICES

Month of June ACD had a total of **(12)** Funeral Services: **(7)** Full Burials and **(5)** Cremations. We sold **(1)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: June 13, 2024 Regular Board Meeting Minutes

Trustee Gonzalez motioned to approve the Minutes of June 13, 2024 Regular Board Meeting. Trustee Palhinha seconded. **Approved 4-0-1**

10. ACTION ITEMS

A. REVIEW AND SELECT NAME FOR NICHE WALL

Trustee Gonzalez motioned to Review and Select the naming of the Niche Wall as the “Peaceful Reflections”. Trustee Palhinha seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

B. REVIEW AND SELECT A NAME FOR OSSUARY

Trustee Wada motioned to Review and Select the naming of the Ossuary as the “Eternal Sanctuary”. Trustee Gonzalez seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

C. RESOLUTION 2024-005 – ADOPTION OF ACD EMPLOYEE HANDBOOK

Trustee Gonzalez motioned to table this action item, No seconds. Motion dies.

Trustee Wada motioned to Approve Resolution 2024-005 – Adoption of ACD Employee Handbook with a caveat that it can be re-visited on the Board meeting next month with any additional questions. Trustee Palhinha seconded. **Approved**

Roll Call Vote:

Yes: 3 **No:** 1 (Gonzalez) **Absentee:** 1 **Abstention:** 0

D. REVIEW, DISCUSS AND APPROVE GENERAL MANAGER TO EXECUTE CHANGE ORDER #6 FOR CEMENTING REAR ENTRANCE

Trustee Wada motioned to Approve for General Manager to Execute Change Order#6 for Cementing Rear Entrance. Trustee Gonzalez seconded. **Approved**

Roll Call Vote:

Yes: 4 **No:** 0 **Absentee:** 1 **Abstention:** 0

E. REVIEW, DISCUSS AND APPROVE GENERAL MANAGER TO EXECUTE CHANGE ORDER #7 FOR OSSUARY TILES

Trustee Wada motioned to Approve for General Manager to Execute Change Order#7 for Ossuary Tiles with a cap of \$2,000.00. Trustee Palhinha seconded. **Approved**

Roll Call Vote:

Yes: 4 **No:** 0 **Absentee:** 1 **Abstention:** 0

11. BOARD COMMENTS

Trustee Wada: He understands why any board member will be uncomfortable about the employee handbook, since he himself had a conversation with the GM about it and there were some testy issues. He suggests to have a talk with the General Manager, until we get our questions answered.

Trustee Palhinha: No Comment

Trustee Gonzalez: When will the cementing in the back begin? GM said it will start as soon as they get the green light and it will take a few weeks to complete. Everyone have a nice week and glad that Trustee Palhinha is back.

Vice Chair Stewart: Absent

Chair Laughlin: Mentioned about putting up a photo of an aerial view of the cemetery and placing it in the front lobby instead of the board room. This will give people something to look at and talk about. Also suggest putting greenery such as succulents near the flag area, front office and niche wall instead of replacing flowers so often. He suggests a tree by the Ossuary, GM said he already has plans for a tree to be placed there.

12. ADJOURNMENT

Trustee Wada motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Gonzalez seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:26 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, August 8, 2024 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.