

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, July 10, 2025

11:30 A.M.

1. CALL TO ORDER

Chair Wada called the meeting to order at 11:30 a.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 Trustee Palhinha.

4. AGENDA

Trustee Stewart motioned to approve the change in the Agenda to move item 8a ahead of item 6. 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 11:30 am. Vice Chair Laughlin seconded.

5-0 Unanimous approval

Reconvened: 12:08 pm

7. CLOSED SESSION ANNOUNCEMENTS:

Nothing to report

8. GENERAL MANAGER'S REPORT

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

B. ACD UPDATES

Tier 4 Update: Completed row 23 (up to sidewalk)

Social Media: ACD interment process video in progress

SyTech Services: Update on services

Open House Event: Preparations underway; Mailer printed and mailed after Labor Day

Upgrades: Looking into new copier/printer

Q2 Customer Surveys: See attachment

AED Update: Arriving soon

American Red Cross Training: Thursday, August 7th

Conferences/ Webinars: CSDA-Conference-Completed and Exhibitor Showcase: 08/28/2025-08/29/2025

GM time off: July 14th -18th

9. CONSENT ITEMS

A. Check Detail Report for the Month

B. Credit Card Detail Report

C. California Class Summary

D. June Burials & Services

Month of June- ACD had a total of **(17)** Funeral Services: **(11)** Full Burials and **(6)** Cremations. We sold **(7)** Pre-Need plots.

E. MINUTES: June 12th, 2025, Regular Board of Trustees Meeting Minutes

Trustee Palhinha motioned to approve the Consent Calendar. Trustee Stewart seconded.

5-0 Unanimous Approval

10. ACTION ITEMS

A. RESOLUTION 2025-008 Adopting Memorial Marker Policy

Vice Chair Laughlin motioned to approve the adoption of the Memorial Marker Policy. Trustee Sanchez seconded.

5-0 Unanimous Approval

B. RESOLUTION 2025-009 Adopting Memorial Benches Policy

Trustee Stewart motioned to approve the adoption of the Memorial Benches Policy. Trustee Palhinha seconded.

5-0 Unanimous Approval

C. Resolution 2025-010 Review and Adopt Updates to the ACD Employee Handbook

Trustee Stewart motioned to table this item until the next Regular Meeting of the Board of Trustees. Trustee Sanchez seconded.

5-0 Unanimous Approval

D. Approval of the Pre-Printed Certificates for the Public Recognition Events

Trustee Sanchez motioned to approve the Pre-Printed Certificates for the Public Recognition Events.
Vice Chair Laughlin seconded.

5-0 Unanimous Approval

BOARD COMMENT

Chair Wada: Sends Osvaldo well wishes and would like to have another lunch with Staff and Board of Trustees possibly in August.

Trustee Palhinha: Wishes Trustee Stewart good luck and provided an update on Osvaldo.

Trustee Sanchez: Wishes Trustee Stewart good luck on her competition, prays for victims of Texas and wishes everyone good luck with immigration issues.

Trustee Stewart: Excited about her upcoming weight-lifting competition.

Vice-Chair Laughlin: Praised General Manager Mendoza for his leadership and cemetery upkeep.

11. ADJOURNMENT

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

5-0 Unanimous Approval

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 12:54 pm

The next Meeting of the Board of Trustees will be held on **Thursday, August 14th, 2025 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.