

Artesia Cemetery District

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

Board of Trustees

Chair Michael Wada

Vice Chair Mike Laughlin

Trustee Art Sanchez 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, January 9, 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

Vice Chair Laughlin motioned to approve the Agenda of the December 12, 2024 special meeting. Trustee Stewart seconded. **Approved Unanimously**

5. PUBLIC COMMENT

Mary Dorado, expressed personnel issue. Sub-committee of Trustee Palhinha and Trustee Stewart was created to assist in this matter.

6. CLOSED SESSION

None

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

Unanimous Approval 5-0

****Chair Laughlin requested we change the check detail report to landscape orientation.**

B. ACD & COVID UPDATES

Tier 4 Update: Row 18 has been started.

Ossuary: Statue should be arriving soon.

Upgrades: Garage Cabinets will be next as soon as other projects get completed

Social Media: Working with social media consultant to promote ads.

Sytech Services: Scanning complete; Waiting for Cyber-Security to install program

VC3 Cyber Security: Grant was declined; Kick-off for install will be January 22, 2025

457(b): Employee orientation was yesterday, 1/8.

Form 700 reminder: Due March 1st, 2025

Heroes' Holiday Tribute to our Veterans Event: Was a nice event, but might need to consider changing it to a Saturday

C. BURIALS & SERVICES

Month of December ACD had a total of **(11)** Funeral Services: **(7)** Full Burials and **(4)** Cremations. We sold **(8)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: December 12, 2024 Regular Board Meeting. Vice Chair Laughlin motioned to approve the Minutes of December 12, 2024 Regular Board Meeting. Trustee Stewart seconded.

4-1 Approval

10. ACTION ITEMS

A. Adoption of the 457(b) Plan Document with Employee Participation and District Match Program
Vice Chair Laughlin motioned to Approve to approve the adoption of the 457(b) plan. Trustee Palhinha seconded..

5-0 Unanimous Approval

Roll Call Vote:

Yes: 5

No: 0

Absentee: 0

Abstention: 0

B. Regional Government Services Authority (RGS)

No vote was casted for the approval of Regional Government Services Authority.

Roll Call Vote:

Yes: 0 No: 0 Absentee: 0 Abstention: 0

C. Mid- Year Budget Review and Adoption

Trustee Stewart motioned to approve the Mid- Year Budget Review. Trustee Sanchez seconded.

Unanimous Approval

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

D. ACD Mid-Year Fee Schedule 2024-25 Adoption

Trustee Palhinha motioned to approve the ACD Fee Schedule for 2024-25 Adoption. Trustee Stewart seconded.

Unanimous Approval

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

11. BOARD COMMENT

Trustee Wada: Welcomes Art to the Board of Trustees for Artesia Cemetery District.

Trustee Palhinha: Expands on everything she has learned so far and is excited to keep learning as she serves the board.

Trustee Sanchez: Is excited and happy to have joined the board.

Vice Chair Stewart: Wishes everyone a happy new year and is happy that Trustee Arturo has joined the Board of Trustees.

Chair Laughlin: Welcomes Trustee Sanchez and comments on the great job the office and grounds staff is doing in the cemetery.

12. ADJOURNMENT

Vice Chair Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees in memory of the California fire victims. Trustee Stewart seconded.

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 6:05 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, March 13, 2025 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.