

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

Wednesday, June 15, 2022

4:00 P.M.

1. CALL TO ORDER

Chair Wada called the meeting to order at 4:01 p.m.

2. ROLL CALL

Present: Chair Wada, Vice Chair Gonzalez, Trustee Laughlin (Left meeting at 5:50 p.m.), Trustee Palhinha

Teleconference: Trustee Stewart (Left meeting at 5:01 p.m.)

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Vice Chair Gonzalez

4. AGENDA

5. PUBLIC COMMENT

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

6. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

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

B. CONFERENCE WITH LABOR NEGOTIATOR

a. Pursuant to Government Code Section 54957.6

District's Designated Representative: Chair Mike Wada

Unrepresented Employee: General Manager

Vice Chair Gonzalez motioned to move to Closed Session. Seconded by Trustee Palhinha. **Approved 5-0-0**

The Board of Trustees entered Closed Session at 4:03 p.m.

The Board of Trustees returned from Closed Session at 4:52 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

The Board announced that an agreement was reached on the length of the time for the General Manager's contract. The contract will be a 2-year agreement.

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant, reviewed the May 2022 financial report. General fund overall totals for May is at \$1,043,294. Endowment fund is at \$641,093. So total cash is \$1,685,197. The property taxes are still coming in. Also the water rights lease sale. Total Revenue is \$1,200,203 for the General Fund overall. Salaries and wages are within budget. Some Expenditures over budget due to the Architect work, survey and drone work. Total Expenditures at \$817,225 with budget of \$664,037. The Endowment fund for the year so far brought in \$232,920. Total net income for the year so far \$615,898 with one month left in the fiscal year.

Vice Chair Gonzalez motioned to approve the Finance/Treasurer's Report. Seconded by Trustee Palhinha. **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 11 total funerals in May. Of the 11, 10 were full burials and 1 a cremation. The ACD also sold 2 Pre-need plots. We are still waiting for LAFCO to agendaize and get local resolutions. The Grounds crew is completing the perimeter wall painting. The new Database program is still being updated. The next Board Meeting is scheduled for Thursday July 21, 2022. He also reminded the Board that he will be off the 11th -15th of July and will be at the GM Summit on June 19-21. Applicants are being reviewed for the new PT office position.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

There are no changes to the ACD protective measures. The grounds crew is continuing to clean and sanitize.

9. CONSENT ITEMS

A. MINUTES: May 12, 2022, Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Minutes of the May 12, 2022 meeting. Vice Chair Gonzalez seconded. **Approved 4-0-1** (Trustee Stewart not present)

10. ACTION ITEMS

A. ACD AUDIT REPORT PRESENTATION

Paul J. Kaymark CPA, Financial Consultant, discussed the Final Audit Report. He feels it shows that the ACD is now very strong financially. He thinks it would be a good idea to share the report with the ACD vendors and creditors to show the change in financial situation from a few years ago.

B. PROFESSIONAL SERVICES AGREEMENT WITH JAMES MICKARTZ (ARCHITECT)

The Board reviewed and discussed the agreement with the architect. The agreement details the scope of work, including fees, that the architect will be performing.

Trustee Laughlin motioned to approve the Professional Services Agreement with James Mickartz. Trustee Palhinha seconded. **Approved 4-0-1** (Trustee Stewart not present)

C. RESOLUTION 2022-004 ADOPTING CERTAIN ADJUSTMENTS TO THE DISTRICT'S CURRENT FEES AND APPROVING NEW FEES CHARGED FOR THE SERVICE PROVIDED BY THE DISTRICT

The Board reviewed and discussed Resolution 2022-004. The Resolution includes information on the current fee schedule as well as the proposed changes for the 2022-2023 fiscal year.

Trustee Laughlin motioned to approve Resolution 2022-004. Trustee Palhinha seconded.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Absent

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Approved 4-0-1

D. GENERAL MANAGER 2022-2023 EMPLOYMENT AGREEMENT

The Board discussed the General Manager 2022-2023 Employment Agreement. The new contract length was announced in Closed Session Announcements.

Trustee Laughlin motioned to approve the General Manager 2022-2024 (changed to 2-year) employment agreement. Seconded by Trustee Stewart. **Unanimously Approved. 5-0-0**

E. RESOLUTION 2022-005 APPROVING AND ADOPTING THE FISCAL YEAR 2022-2023 BUDGET AND APPROPRIATIONS LIMIT

The Board reviewed and discussed Resolution 2022-005. The Budget reflects the District's dedication to provide high-quality customer service with a commitment to prudent fiscal management by developing policies and processes that are efficient and cost effective. The discussion included the FY 2022-2023 financial outlook, continued focus on identifying and listing plots and headstone lifting and leveling measures by groundskeepers.

Trustee Laughlin motioned to approve Resolution 2022-005. Trustee Palhinha seconded.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Absent

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Approved 4-0-1

F. DISCUSSION: JUNETEETH HOLIDAY THE ACD

This Item was tabled to the next meeting due to Trustee Stewart not being present at time of discussion.

11. BOARD COMMENTS

Trustee Laughlin: Suggested that we print the paperwork included in the Board of Trustee packets be printed double sided. He is happy with the work and votes done in today's meeting.

Trustee Palhinha: Thanks everyone for listening to his comments and he is happy to be a part of this Board.

Vice Chair Gonzalez: Thanks the staff and team.

Chair Wada: Glad that the Board was able to get through most of the meeting's agenda.

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, July 21, 2022 at 4 p.m. Trustee Palhinha seconded.

Approved 3-0-2 (Trustee Stewart and Trustee Laughlin not present)

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:53 p.m.