

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, May 9, 2024

4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Laughlin.

4. AGENDA

Trustee Gonzalez motioned to approve the Agenda of the May 9, 2024. Trustee Wada seconded.

Unanimously Approval

5. PUBLIC COMMENT

Bianca Ramirez & Pamela Medina were present to share their concern & experience while processing her father's funeral services.

6. CLOSED SESSION

No Closed Session

7. CLOSED SESSION ANNOUNCEMENTS

No Announcements

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Antonio Mendoza, reviewed the Finance/Treasurer's Report for Paul J. Kaymark CPA. Paul was not able to attend meeting. Trustee Wada motioned to approve the Finance/Treasurer's Report. Trustee Palhinha seconded. **Unanimous Approval**

B. ACD & COVID UPDATES

Tier 4 Update: Began working on Row 13

Niche Wall/Ossuary: Niche wall almost complete, waiting for niches to arrive, started work on the Ossuary. Will be changing the bathroom door to face the cemetery and close the wall up towards the office

Phone lines: Working on upgrading to Ring Central, to have a second line in the office.

Social Media: Pictures from mixer and first video has been posted on website.

Check washing incident: ACD paid a vendor, the check never arrived but someone else took it, washed it and cashed it. Contacted vendor and bank, investigation was made our money was returned to us.

Conference: GM Summit in Orange County in June. GM will be attending.

C. BURIALS & SERVICES

Month of April ACD had a total of (10) Funeral Services: (10) Full Burials and (0) Cremations. We sold (2) Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: April 11, 2024 Regular Board Meeting Minutes

Vice Chair Stewart motioned to approve the Minutes of April 11, 2024 Regular Board Meeting
Trustee Palhinha seconded. **Unanimous Approval**

10. ACTION ITEMS

A. DISCUSS and APPROVE CHANGE ORDERS #2, #3, & #4 with Horizons Construction Co.

Trustee Palhinha motioned to approve Change Orders #2, #3, & #4 with Horizons Construction Co.
Trustee Wada seconded. **Unanimous Approval**

Roll Call Vote:

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

B. DISCUSS and APPROVE NICHE DATABASE UPGRADE from CHRONICLE

Trustee Wada motioned to Approve the Niche Database Upgrade from Chronicle. Trustee Palhinha seconded. **Unanimous Approval**

Roll Call Vote:

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

C. REVIEW and POSSIBLY APPROVE 2024-2025 ADDENDUM to GENERAL MANAGER’S 2022 EMPLOYMENT AGREEMENT.

Trustee Palhinha motioned to Approve the 2024-2025 Addendum to General Manager’s 2022 Employment Agreement, with a friendly amendment of staff report: Salary percentage change from 6% to 7%. Vice Chair Stewart seconded. **Unanimous Approval**

Roll Call Vote:

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

11. BOARD COMMENTS

- Trustee Wada:** Staff luncheon was nice, Dawn does too much work and the grounds crew does too much also. Hopes Chair Laughlin can speak to grieving visitor to let her know she has BOT's support.
- Trustee Palhinha:** He's heard nothing but good things about the cemetery and how much it has improved in the last few years. He wishes we can do even better things in the future. Congratulations to Antonio.
- Trustee Gonzalez:** Thanks to Dawn, Antonio and staff for all the work to prepare the luncheon. She is still overwhelmed by what our public speaker said. She wants to make sure we send out an apology to her, maybe even sending out a card to her or something.
- Vice Chair Stewart:** She agrees with Trustee Gonzalez about sending a card to the public speaker, would be a good idea. Since June is the time for budget meeting, she will like to make sure we do something with staff wages, since she saw that McDonald's rates are high.
- Chair Laughlin:** He would like to echo everyone else that the luncheon was good and enjoyed the time spent together and would like to do this more often. He is glad to meet the new staff member, Mariano. He suggests that we may need to consider purchasing microphones for future meetings, for those that are softer spoken. He will get together with the public speaker, to clear things up.

12. ADJOURNMENT

Vice Chair Stewart 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 5:09 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, June 13, 2024 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.