

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, August 8, 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 Wada, Trustee Gonzalez

Absent: Trustee Palhinha

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Stewart

4. AGENDA

Trustee Mike Wada motioned to approve the Agenda of the August 8, 2024. Trustee Gonzalez seconded.

Approved 4-0-1

5. PUBLIC COMMENT

No Comments

Visitor from Downey Cemetery District, Brian Heyman

6. CLOSED SESSION

PUBLIC EMPLOYEE EVALUATION

Title: General Manager

Trustee Wada motioned to go into Closed Session. Vice Chair Stewart seconded.

The Board of Trustees entered Closed Session at 4:02 p.m.

The Board of Trustees returned from Closed Session at 4:36 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. Vice Chair Stewart seconded. **Approved 4-0-1**

B. ACD & COVID UPDATES

Tier 4 Update: Working on Row 15 of Tier 4 Pre-sets.

Niche Wall/Ossuary/Rest Room: Niche wall almost completed, waiting for electric panel door. City inspection was completed for restroom, it is now open to the public and it looks great. It will be nice and ready for our Open House Celebration.

Rear Entrance: Cementing for the rear entrance will begin Mid-August (8/19).

Social Media: Completed 3rd video and working on additional 2 social media postings per month.

Customer Satisfaction Survey: Looking into survey types for the public to provide feedback after transactions/interactions, including walk-ins; Google Reviews and At-Need Surveys

Office Manager Temporary Hire: Has been helpful in keeping the office operational.

Conference/Webinars: Sept/ CSDA annual Conference; GM might need to cancel depending how the temp feels to be on her own or he will attend but work remotely. Trustee Wada suggested to offer Mary and Brenda, to work full day those days, to back each other up.

COVID Updates: Nothing new to report

C. BURIALS & SERVICES

Month of June ACD had a total of **(13)** Funeral Services: **(8)** Full Burials and **(5)** Cremations. We sold **(5)** Pre-Need plots.

9. CONSENT ITEMS

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

Trustee Wada motioned to approve the Minutes of July 11, 2024 Regular Board Meeting. Trustee Gonzalez seconded. **Approved**

Vote:

Yes: 3

No: 0

Absentee: 1

Abstention: 1 (Stewart)

10. ACTION ITEMS

A. PUBLIC WORKS AGREEMENT WITH BRIGHTVIEW FOR TREE CARE SERVICES

Trustee Wada motioned to Approve the Public Works Agreement with Brightview for Tree Services with a correction on staff report of \$4,000.00 not \$3,000.00, to be transferred from Repairs & Operations Budget to Tree Maintenance Budget. Vice Chair Stewart seconded. **Approved**

Roll Call Vote:

Yes: 4

No: 0

Absentee: 1

Abstention: 0

11. BOARD COMMENTS

Trustee Wada: He thinks it was a very productive meeting, thanks to our guest from Downey Cemetery District for visiting and for Mary for filling in.

Trustee Palhinha: Absent

Trustee Gonzalez: No comments, she did have a question for guest, Is Downey Cemetery the same size as ACD or smaller? Guest mentioned it is a little smaller, and not as busy as ACD.

Vice Chair Stewart: Great to be back from Maine. She sees Smokey a little thinner, and wondering when is her next veterinarian appointment, hopes Smokey is doing well.

Chair Laughlin: He got to walk around the grounds with today's guest and got to see all improvements, everyone has worked together to make this place a jewel, everything looks great. Happy birthday to Trustees Wada & Gonzalez.

Additional item of business: Chair Laughlin read to the board a letter received of resignation on August 2, 2024 from Trustee Palhinha. Board suggested to maybe have a special recognition for him at the upcoming Open House event and invite him at the next group luncheon.

12. ADJOURNMENT

Trustee Gonzalez motioned to adjourn the Regular Meeting of the Board of Trustees. Vice Chair Stewart seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:07 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, September 12, 2024 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.