**Artesia Cemetery District**

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

**Board of Trustees**

**Chair** Mike Laughlin **Vice Chair** Allison Stewart

**Trustee** Michael Wada **Trustee** Aurelia Palhinha **Trustee** Linda Gonzalez

**General Manager** Antonio Mendoza **District Counsel** Carlos Campos

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Thursday, November 14, 2024**

**4:00 P.M.**

1. **CALL TO ORDER**

**Chair** Laughlin called the meeting to order at 4:00 p.m.

1. **ROLL CALL**

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

1. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Gonzalez.

1. **AGENDA** –

Trustee Wada motioned to approve the Agenda of the November 14, 2024. Trustee Gonzalez seconded.

**Approved**

1. **PUBLIC COMMENT** - Three Minute Limit

Nobody Present

1. **CLOSED SESSION:**

None

1. **CLOSED SESSION ANNOUNCEMENTS**

No Announcements

1. **GENERAL MANAGER’S REPORT**
2. FINANCE/TREASURER’S REPORT

Paul J. Kaymark CPA, Financial consultant reviewed the Finance/Treasurer’s Report via Zoom.

1.

Vice Chair Stewart motioned to approve the Finance/Treasurer’s Report. Trustee Palhinha seconded. **Unanimous** **Approval**

 B. ACD & COVID UPDATES

 ***Tier 4 Update:*** Row 17 has been started.

 ***Ossuary:***Statue should be arriving soon.

***Upgrades***: Implementing new payment options for Payment Plan customers (Freedom Merchants); Garage Cabinets will be next as soon as other projects get completed.

 ***Social Media:*** 5th video almost completed.

 ***SyTech Services***: Will be picking up boxes this month for scanning.

 ***VC3 Cyber Security***: Staff had an introduction meeting.

 ***DDLM:*** Was a success under the slight rainy weather.

 ***Heroes’ Holiday Tribute to our Veterans Event***: Scheduled for Friday, December 13th, at 10am.

 ***Conferences/ Webinars***: None.

 C. OCTOBER 2024 BURIALS & SERVICES

 Month of October ACD had a total of **(11)** Funeral Services: **(8)** Full Burials and **(3)** Cremations.

 We sold **(8)** Pre-Need plots.

1. **CONSENT ITEMS**
2. MINUTES: October 10, 2024 Regular Board Meeting Minutes

Trustee Wada motioned to approve the Minutes of October 10, 2024 Regular Board Meeting.

Vice Chair Stewert seconded. **Unanimously** **Approved 5-0**

1. **ACTION ITEMS**
2. Engaging Sage Advisory Group for 457(b) Retirement Plan Establishment

Trustee Wada motioned to Approve the implementation of Sage Advisory Group to help establish a retirement plan. Trustee Gonzalez seconded. **Unanimously** **Approval 5-0**

**Roll Call Vote:**

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

1. Tax Sharing Joint Resolution for Annexation of Property into LA County Sanitation District

Trustee Gonzalez motioned to Approve the tax sharing resolution for annexation of property into LA Country Sanitation District. Vice Chair Stewart seconded. **Unanimously** **Approval 5-0**

**Roll Call Vote:**

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

1. ACD Customer Satisfaction Surveys and Google Reviews

Vice Chair Stewart motioned to Approve the implementation of customer satisfaction surveys and google reviews with a one- time purchase of a tap card for Google review redirection. Trustee Palhinha seconded. **Unanimously** **Approval 5-0**

**Roll Call Vote:**

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

1. RESOLUTION NO. 2024-006 Adopting ACD Employee Salary Schedule

Trustee Wada motioned to Approve the implementation of a salary schedule for the 2025 fiscal year. Vice Chair Stewart seconded. **Unanimously** **Approval 5-0**

**Roll Call Vote:**

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

1. **BOARD COMMENTS**

***Trustee Gonzalez:*** Asked questions regarding the use of the Trustee videos, General Manager explained they are for social media promotion and presence. Trustee Gonzalez questioned the need for shade in the new niche wall and confirmed the use of flags or wreaths for the upcoming event. Trustee Gonzalez inquired about the employees’ sentiments with new retirement plan coming. General Manager confirmed the staff is happy about it.

***Trustee Wada:*** Welcomed Belen and compliments General Manger for the implementation of staff benefits.

***Trustee Palhinha:*** Was surprised and amazed about the Día De Los Muertos event turnout.

***Vice Chair Stewart:*** Happy Thanksgiving.

***Chair Laughlin:*** Welcomes Belen and supports the creation of videos showing the burial process.

1. **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 5:44 pm.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, December 12, 2024** **at**

**4:00 p.m**., District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.