

# 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, September 12, 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, Trustee Palhinha

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Palhinha

### 4. AGENDA

Trustee Mike Wada motioned to approve the Agenda of the September 12, 2024. Vice Chair Stewart seconded. **Approved**

### 5. PUBLIC COMMENT

Visitor Mr. Moeen arrived @ 4:54 pm, after Action Item# 10; He had questions about our upcoming Open House.

### 6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

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

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

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

The Board of Trustees returned from Closed Session at 4:11 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 Gonzalez motioned to approve the Finance/Treasurer’s Report. Vice Chair Stewart seconded. **Unanimous Approval**

### B. ACD & COVID UPDATES

**Tier 4 Update:** Row 15 has been completed.

**Niche Wall/Ossuary/Rest Room:** All completed, waiting for the city to sign off on the Ossuary Inspection.

**Rear Entrance:** Cementing for the rear entrance is complete.

**Social Media:** Completed 3<sup>rd</sup> video and working 4<sup>th</sup> video next week with Trustee Gonzalez.

**Open House:** Promotions have already started; People are excited about it.

**Office Manager:** Has been helpful in keeping the office afloat.

**Conference/Webinars:** GM just got back from CSDA Conference, there were a lot of good topics. They just approved a federal grant for Cyber Security. If we get that grant, all our computers can be updated. They will help us set everything up. It will be a good program for us while the funding is available, but when it is gone, we will have to look into a more affordable option.

**COVID Updates:** Nothing new to report

### C. BURIALS & SERVICES

Month of June ACD had a total of (12) Funeral Services: (9) Full Burials and (3) Cremations. We sold (6) Pre-Need plots.

## 9. CONSENT ITEMS

### A. MINUTES: August 8, 2024 Regular Board Meeting Minutes

Trustee Wada motioned to approve the Minutes of August 8, 2024 Regular Board Meeting. Trustee Gonzalez seconded. **Approved**

**Vote:**

**Yes:** 4                      **No:** 0                      **Absentee:** 0                      **Abstention:** 1 (Palhinha)

## 10. ACTION ITEMS

### A. REQUEST FOR THE PURCHASE OF (3) CELL PHONES + (1) IPAD FOR MANAGERS

Trustee Gonzales motioned to Approve the Purchase of (3) Cell Phones + (1) iPad for Managers. Vice Chair Stewart seconded. **Approved**

**Roll Call Vote:**

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

### B. WREATHS ACROSS AMERICA UPDATE AND APPROVAL OF NEW PROPOSAL

Trustee Wada motioned to Approve the New Proposal to replace “Wreaths Across America” Veteran’s Program with our own New Program; Board voted to name it: “ACD Heroes Holiday Tribute to Our Veterans, GM will purchase 500 Red Flags for this event. Vice Chair Stewart seconded. **Approved**

**Roll Call Vote:**

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

## 11. BOARD COMMENTS

- Trustee Wada:** Welcome Mrs. Palhinha to the board. He had a chance to visit Mr. Palhinha and was fortunate to have a good visit with him, because he knows some days are better than others.
- Trustee Palhinha:** She is happy to be a part of the board and wants to continue and do her best with the work her husband did.
- Trustee Gonzalez:** Had a question about new niches, she noticed there's no space for flowers vases, wondering if any vases will be added? GM said he is looking into some small temporary vases and also he will be adding some benches.
- Vice Chair Stewart:** Welcome to the new Trustee, happy everyone is well after this heat wave.
- Chair Laughlin:** He asked Mrs. Palhinha to send Mr. Palhinha a greeting on his behalf. He recently went to the Hawaiian Gardens Community Meeting, and realized that not many people know about ACD and he would like for us to come up with an advertisement campaign or plan to advertise more to all our neighboring communities. He also wanted to be at Lakewood Meeting to speak on the ACD item of business, but it was removed from the agenda.

## 12. ADJOURNMENT

Trustee Wada 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 5:17 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, October 10, 2024 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.