

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, June 13, 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 Vice Chair Stewart.

4. AGENDA

Trustee Wada motioned to add the emergency addition of Item# 10F Change Order #5 for Irrigation Replacement. Vice Chair Stewart seconded.

Trustee Gonzalez motioned to approve the Agenda of the June 13, 2024 with the emergency addition of Item# 10F Change Order #5 for Irrigation Replacement. Vice Chair Stewart seconded. **Approved 4-0-1**

5. PUBLIC COMMENT

None

6. CLOSED SESSION

No Closed Session

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: Not much been done due to the high volume of services and repair work with the construction here.

Niche Wall/Ossuary/Rest Room: Niche wall almost complete; Bathroom remodel has begun and we will have the bathroom closed for a few weeks while they work it out.

Social Media: 2nd video has been posted on Website.

Customer Satisfaction Survey: Looking into creating and starting a customer survey. He will let board see the survey before he implements it. He will also speak to staff.

GM Time-Off: GM will be off next week.

Conference: GM Summit in Orange County in June 24th & 25th. GM will be attending; it is local so he hopes to be in the office part of the time.

C. BURIALS & SERVICES

Month of May ACD had a total of **(19)** Funeral Services: **(15)** Full Burials and **(4)** Cremations. We sold **(10)** Pre-Need plots.

9. CONSENT ITEMS

- A. MINUTES: May 9, 2024 May 9, 2024 Regular Board Meeting Minutes
Trustee Gonzalez motioned to approve the Minutes of May 9, 2024 Regular Board Meeting. Vice Chair Stewart seconded. **Approved 4-0-1**

10. ACTION ITEMS

- A. PURCHASE OF ANGEL STATUE FOR OSSUARY
Vice Chair Stewart motioned to approve the purchase of Angel Statue Option # 1 6ft. Angel with wings. #K2000. Trustee Wada seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

- B. RESOLUTION 2024-003 ADJUSTING CERTAIN FEES AND ADOPTING CERTAIN NEW FEES FOR SERVICES PROVIDED BY THE DISTRICT.

Vice Chair Stewart motioned to Approve 2024-003- Adjusting Certain fees & Adopting Certain New Fees for Services Provided by the ACD. Trustee Wada seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

- C. RESOLUTION 2024-004 – APPROVING & ADOPTING THE FISCAL YEAR 2024-2025 BUDGET AND APPROPRIATIONS LIMIT.

Trustee Gonzalez motioned to Approve Resolution 2024-004 – Approving & Adopting the Fiscal Year 2024-2025 Budget and Appropriations Limit. Trustee Wada seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

D. ADOPTION OF JOINT TAX TRANSFER RESOLUTION 2021-03

Trustee Gonzalez motioned to Approve Adoption of Joint Tax Transfer Resolution 2021-03. Vice Chair Stewart seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

E. ADOPTION OF NEW WORKPLACE VIOLENCE PREVENTION PLAN

Trustee Wada motioned to Approve Adoption of new Workplace Violence Prevention Plan. Vice Chair Stewart seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

F. EMERGENCY ITEM: CHANGE ORDER #5 FOR IRRIGATION REPLACEMENT PROJECT

Vice Chair Stewart motioned to Approve the Adoption of Change Order #5 for Irrigation Replacement Project, which will be effective June 13, 2024. Trustee Wada seconded. **Approved**

Roll Call Vote:

Yes: 4 No: 0 Absentee: 1 Abstention: 0

11. BOARD COMMENTS

Trustee Wada: To the General Manager, since Trustee Palhinha has been feeling bad, Let’s send him a get well/feel better card. He appreciates the office staff professionalism that he had witnessed when he had been here visiting.

Trustee Palhinha: Absent

Trustee Gonzalez: Thanks to Mike Wada for the luncheon we had a while back. There was a headstone she noticed with issues, but GM said there was no issue. Jaime Navarro’s great grandma’s buried here and would like to have headstone cleaned up for Maria Roa Navarro 1897-1936. Allison is going to be in a show in Vegas on June 25th.

Vice Chair Stewart: Wishes a happy Summer to everyone.

Chair Laughlin: He is asking, if the new handicapped area will be marked on the ground and if an upright signage is needed. Regarding the Ossuary, is there a plan to put plaques. GM said No.Regarding Trustee Wada’s suggestion to buy a card for Trustee Palhinha, he suggests buying a stock of cards, to have available. When we had to come in back gate, Vaults are there and visible, is there a plan to hide them? Recently an alumni passed, we should consider getting an AED, we may need one at ACD for any emergency.

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 5:45 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, July 11, 2024 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.