

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

**AGENDA**  
**Thursday, April 8, 2021**

**4:00 P.M.**

**TELECONFERENCED MEETING**

**(Conducted Pursuant to Governor Executive Order N-29-20)**

**1. CALL TO ORDER**

Vice Chair Stewart called the meeting to order at 4:10 p.m.

**2. ROLL CALL**

**Present:** Trustee Gonzalez, Trustee Palhinha, Trustee Laughlin, Vice Chair Allison

**Absent:** Chair Wada

**3. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Trustee Gonzalez.

**4. AGENDA - Approval of Agenda**

Trustee Gonzalez motioned to approve the April 8, 2021 Agenda. Seconded by Trustee Palhinha.

**Roll Call Vote:            Yes: 4        No: 0        Abstention: 0        Absent: 1**

**5. PUBLIC COMMENT**

No public comments.

**6. CLOSED SESSION**

Closed session was not on the agenda therefore, Legal Counsel made a brief announcement. Issue is moving forward. He will forward an update via email to all Board Members. He emphasized that all correspondence that is received from Legal Counsel is considered confidential. Board of Trustees may contact the attorney at any time.

**7. GENERAL MANAGER'S REPORT**

**A. FINANCE/TREASURER'S REPORT**

Cash continues to rise. Expecting funds from the county. We are almost at 200% for the year. On target with expenses. Endowment is exactly at 200% revenue for the year.

Trustee Laughlin motioned to approve the Finance Report. Seconded by Trustee Laughlin.

**Roll Call Vote:            Yes: 4        No: 0        Abstention: 0        Absent: 1**

**B. ACD UPDATE**

Total of 19 funeral services in March. Of the 19 burials, 5 were cremations. This month is quieter. We are receiving calls, but it is not as intense as the last four months. Hoping auditor will finalize audit report by the end of this month.

March Maintenance: staff will be servicing all equipment once a year in March. Sold first memorial bench and it will be set up in one of the walkways. Staff has been making improvements on rose garden and front gates. Double depth vaults are being pre-set.

Trustee Laughlin asked if the General Manager creates an end of the year chart that shows how many burials and cremations there are each month. Chart would be beneficial to all Trustees. It will show the trends.

Trustee Laughlin also asked the General Manager if he had a preventive maintenance chart that tells him what needs to be done every 6 months or every year so that he does not lose track of it or stays on top of it.

General Manager will check with new Supervisor to review procedures and ensure documentation are in place so that equipment is maintained.

Trustee Gonzalez requested clarification on cremation benches. Requested to know if roses for Rose Garden have been received.

**C. COVID-19 PANDEMIC PROTECTIVE MEASURES**

COVID-19 Pandemic Protective Measures is included in General Manager's written report.

Trustee Gonzalez motioned to approve the General Manager's report. Seconded by Trustee Laughlin.

**Roll Call Vote:      Yes: 4      No: 0      Abstention: 0      Absent: 1**

**8. CONSENT ITEMS**

A. MINUTES: March 18, 2021 Regular Board Meeting Minutes

Per Vice Chair Stewart's request, date on April 8, 2021 Agenda Consent Item: Minutes of March 11, 2021 was corrected to Minutes of March 18, 2021.

Trustee Gonzalez motioned to approve the Minutes of the March 18, 2021 Regular Board Meeting. Seconded by Trustee Palhinha.

**Roll Call Vote:      Yes: 4      No: 0      Abstention: 0      Absent: 1**

**9. ACTION ITEMS**

A. REVIEW AND ADOPT EMPLOYEE MANUAL

Trustee Palhinha reviewed the entire Employee Manual. Stated that it was very well done.

Trustee Laughlin motioned to adopt the Employee Manual. Seconded by Trustee Palhinha.

**Roll Call Vote:      Yes: 4      No: 0      Abstention: 0      Absent: 1**

**B. CREMATION NICHE BENCH PURCHASE**

Trustee Gonzalez requested clarification on Niche Benches.  
Trustee Laughlin requested clarification on lead time to receive benches.

Trustee Gonzalez motioned to approve the Cremation Niche Bench Purchase. Seconded by Trustee Laughlin.

**Roll Call Vote:      Yes: 4      No: 0      Abstention: 0      Absent: 1**

**C. DISCUSSION TO RESUME IN-PERSON BOARD OF TRUSTEES MEETINGS (WAIVER)**

Vice Chair motioned to resume in person meeting June 2021. Seconded by Trustee Laughlin.

**Roll Call Vote:      Yes: 4      No: 0      Abstention: 0      Absent: 1**

**10. BOARD COMMENTS**

Trustee Gonzalez asked how Chair Wada was doing. She requested that the General Manager inform Chair Wada that they are thinking of him. Also, requested to meet the new gentleman hired (Operations Supervisor) when they meet in person in June. She advised everyone to stay safe.

Trustee Palhinha did not have any comments.

Trustee Laughlin stated that he was pleased with all the things the staff has done and agreed with Trustee Gonzalez. He too would like to meet the new Supervisor.

Trustee Stewart thanked everyone for the meeting and is looking forward to seeing everyone in person once everything is safe.

Trustee Stewart requested a motion to adjourn the meeting.

Trustee Gonzalez motioned to adjourn the Regular Meeting of The Board of Trustees. Seconded by Trustee Palhinha.

**Roll Call Vote:      Yes: 4      No: 0      Abstention: 0      Absent: 1**

**11. ADJOURNMENT**

Vice Chair Stewart adjourned the Regular Meeting of the Board of Trustees at 5:01 p.m. to the next Regular Meeting of the Board of Trustees on Thursday, May 13, 2021 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.