

# Artesia Cemetery District

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

## Board of Trustees

Chair Mike Laughlin

Vice Chair Michael Wada

Trustee Allison Stewart

Trustee Osvaldo Palhinha

Trustee Linda Gonzalez

General Manager Antonio Mendoza

District Counsel Anthony J. Principe

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, October 12, 2023

4:00 P.M.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

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

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Palhinha.

### 4. AGENDA

Vice Chair Wada motioned to approve the Agenda of the October 12, 2023 Board Meeting. Trustee Gonzalez seconded. **Unanimous Approval**

### 5. PUBLIC COMMENT

No members of the public were present.

### 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. Vice Chair Wada motioned to approve the Finance/Treasurer's Report. Trustee Stewart seconded. **Unanimous Approval**

B. ACD & COVID UPDATES

*Tier 4 Update:* Row 7 has been completed.

*Niche Wall/Ossuary Update:* Plans have been approved by LA County and City of Cerritos

*Security Cameras:* In progress, fine tuning the details

*Open House:* Was a success, had a big group this year. ACD is thinking of investing in more chairs to accommodate more people.

*Refrigerator:* Has been replaced, and have plans to install a cabinet and counter space next to refrigerator. We will also be doing upgrades to garage cabinets.

*COVID Updates:* Regulations have remained the same. If anyone is ill, they will stay home 5 days instead of 10.

C. BURIALS & SERVICES

Month of September ACD had a total of **(5)** Funeral Services: **(4)** Full Burials and **(1)** Cremations. We sold **(12)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: September 14, 2023 Regular Board Meeting Minutes

Vice Chair Wada motioned to approve the Minutes from the September 14, 2023 Regular Board Meeting. Trustee Gonzalez seconded. **Unanimous Approval**

10. ACTION ITEMS

A. NICHE WALL and OSSUARY UPDATE

Architect, James Mickartz gave a presentation of upcoming plans for the new Niche Wall/Ossuary. He has narrowed down the bids to (3) three contractors. He will be back to next month's board meeting to go over all bids submitted.

B. RESOLUTION 2023-010 ADOPTING MEMORIAL MARKERS POLICY

Trustee Stewart motioned to approve the Resolution 2023-010 to Adopt a Memorial Marker Policy. Trustee Palhinha seconded. **Unanimous Approval**

**Roll Call Vote:**

**Yes: 5**

**No: 0**

**Absentee: 0**

**Abstention: 0**

## 11. BOARD COMMENTS

**Trustee Gonzalez:** Wished Board Member a happy birthday. She also has 2 gift donations for the costume contest from Mayor, Monica Manalo. She will also get the additional donations.

**Trustee Stewart:** Thanks everyone for birthday wishes and the cake was delicious.

**Trustee Palhinha:** He seconds Vice Chair Wada's comment and congratulation to General Manager. Thanks also for the cake.

**Vice Chair Wada:** Happy Birthday to Trustee Stewart & Palhinha. Congratulates General Manager for Handicap parking spot, very commendable.

**Chair Laughlin:** Wished he had known of the birthdays, he would have brought party hats and noise makers. He would like to thank Office staff, grounds crew and Trustees. He is very impressed with the work being done at this cemetery.

## 12. ADJOURNMENT

Vice Chair Wada motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Palhinha seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:02 p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, November 9, 2023 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.