

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

Board of Trustees

Chair Michael Wada **Vice Chair** Linda Gonzalez

Trustee Allison Stewart **Trustee** Osvaldo Palhinha **Trustee** Mike Laughlin
General Manager Antonio Mendoza **District Counsel** Karen A. O’Neil

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, July 21, 2022

4:00 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Chair Wada

4. AGENDA

Vice Chair Gonzalez motioned to approve the Agenda of the July 21, 2022 meeting. Trustee Stewart seconded. **Unanimously Approved 5-0-0**

5. PUBLIC COMMENT

No members of the public were present during the Public Comment allotted time.

6. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

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

Vice Chair Gonzalez motioned to move to Closed Session. Seconded by Trustee Palhinha.
Unanimously Approved 5-0-0

The Board of Trustees entered Closed Session at 4:02 p.m.

The Board of Trustees returned from Closed Session at 4:17 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

No announcements from Closed Session

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant, reviewed the Profit and Loss/Balance sheet statements from July 2021-June 2022 compared to July 2020-June 2021. Total Income for 2021-2022 FY is up \$26.06 from the previous fiscal year. Total Expenses were up in several categories for a total of \$147,290.27 mostly due to additional salaries, wages and benefits from adding new employees. Net Income at \$781,047.68 compared to \$961,443.12 from previous year. Total in Cash is up \$701,716.97 compared to the previous year. Total Assets is also up \$763,861.22 for the year. Overall 2021-2022 was a better year financially compared to 2020-2021 according to this report.

Trustee Laughlin motioned to approve the Finance/Treasurer's Report. Trustee Palhinha seconded. **Unanimously Approved. 5-0-0**

B. ACD UPDATE

General Manager Mendoza presented the monthly update for the ACD to the Board. He reports there were 19 total funerals in June. Of the 19, 15 were full burials and 4 were cremations. The ACD also sold 5 Pre-need plots. We are still waiting on the LAFCO application. In grounds special projects, the painting of the perimeter wall has been completed. This week there was also a volunteer helping the grounds crew. The Database program, we just received an email the data is almost ready to be uploaded. There are interviews lined up this coming week for the new PT Office assistant position. The Monolith Rock and Pedestals are due to arrive next week on Wednesday. The foundation for the Rock was already set by our grounds crew. There are no upcoming conferences planned.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

There are no changes to the ACD protective measures, although the County is considering re-instating the mask mandate for indoors. The grounds crew is continuing to clean and sanitize.

9. CONSENT ITEMS

A. MINUTES: June 15, 2022, Regular Board Meeting Minutes

Trustee Laughlin motioned to approve the Minutes of the June 15, 2022 meeting. Vice Chair Gonzalez seconded. **Unanimously Approved 5-0-0**

10. ACTION ITEMS

A. EMPLOYEE MANUAL REVIEW & ADOPTION

An updated copy of the Employee Manual was reviewed. Over the last few years, minor changes have been made. A few more things were added recently for clarity and some typos were fixed. This updated version will be provided to any new employees as well as a PDF version and hardcopy is available to all current employees.

Trustee Palhinha motioned to approve the Employee Manual Review & Adoption. Trustee Stewart seconded. **Unanimously Approved 5-0-0**

B. RESOLUTION 2022-006 OPPOSING BALLOT INITIATIVE #21-0042A1: LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES.

The CSDA has asked its members to join their effort to oppose this initiative. The Board discussed the Resolution with input from General Manager Mendoza.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Yes

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Unanimously Approved 5-0-0

C. RESOLUTION 2022-007 ADOPTING A BROWN ACT COMPLIANCE POLICY

The CSDA recommends that local governments adopt the Brown Act Compliance Policies and post them on their website. The Board discussed the Resolution with input from General Manager Mendoza.

Roll Call Vote:

Trustee Laughlin: Yes

Trustee Palhinha: Yes

Trustee Stewart: Yes

Vice Chair Gonzalez: Yes

Chair Wada: Yes

Unanimously Approved 5-0-0

D. DISCUSSION: JUNETEENTH HOLIDAY FOR ACD

Juneteenth is a federal holiday in the United States. Trustee Stewart presented additional background on the holiday and the Board discussed adding the holiday to the current ACD holiday schedule.

Trustee Laughlin motioned to approve the Juneteenth Holiday for the ACD. Trustee Palhinha seconded. **Unanimously Approved 5-0-0, pending approval of the State.**

11. BOARD COMMENTS

Trustee Laughlin: He attended the Dupuy funeral and everything was very well done. There were a lot of attendees and there was nothing but positive things said about the funeral. The staff did an outstanding job. Having seen the hard work first hand, he was very impressed. The cement border caps were missing in a section of the lot. He was unable to attend a gathering in a local park that he had previously planned to attend, due to other conflicts.

Trustee Palhinha: He is so pleased to be included on this board. He congratulated the chairman and the board for all their hard work.

Trustee Stewart: She is so happy to be able to attend the meetings in person going forward. She has no more classes on Thursdays to conflict with meetings. She hopes everyone stays safe and healthy.

Vice Chair Gonzalez: She wanted to ask about the ad that the ACD runs in the Los Cerritos Community Newspaper working. She gets a lot of comments on social media regarding the ACD, all of them positive. She is glad that Trustee Stewart will be at meetings in person.

Chair Wada: He agrees with Trustee Palhinha's comment regarding what a great team the board, the General Manager and the staff makes. Congratulations to everyone.

12. ADJOURNMENT

Trustee Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees to the next Regular Board Meeting to be held on Thursday, August 11, 2022 at 4 p.m. Trustee Stewart seconded.

Unanimously Approved 5-0-0

Chair Wada adjourned the Regular Meeting of the Board of Trustees at 5:15 p.m.