

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

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

**AGENDA**  
**Thursday, July 15, 2021**

**4:00 P.M.**

**1. CALL TO ORDER** – Chair Wada called the meeting to order at 4:01 p.m.

**2. ROLL CALL**

**Present:** Trustee Gonzalez (via phone), Trustee Palhinha, Trustee Laughlin, Chair Wada

**Absent:** Vice Chair Stewart

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Palhinha.

**4. AGENDA -**

Trustee Gonzalez motioned to approve the agenda. Seconded by Trustee Palhinha.

**Approved**

**5. PUBLIC COMMENT**

No public comments.

**6. CLOSED SESSION**

None

**7. CLOSED SESSION ANNOUNCEMENTS**

None

**8. GENERAL MANAGER’S REPORT**

**A. FINANCE/TREASURER’S REPORT**

Paul Kaymark, Finance Consultant, informed the Board that there were greater sales than expected in Program Services. Total General Fund Revenue was \$1,392,109. He informed the Board that General Manager Mendoza was able to keep expenditures within budget even though there was an explosion in revenues.

Trustee Palhinha hopes that Supervisor Hahn is aware of the transformation. He commended General Manager Mendoza. He also commended Paul Kaymark, Finance Consultant, for explaining in detail the information.

Chair Wada stated that in response to Trustee Palhinha’s comments and questions, his assumption has been that given the involvement of the County’s legal department, that what is in process is the interment restitution to our fund and that it should happen at some point.

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

**Approved**

B. ACD UPDATE

General Manager Mendoza indicated that there were a lot of funerals for the month of June. He created a chart that informs the Board of the number of interments and pre-need sales, year to date.

Trustee Laughlin requested further information on the sprinkler system and timers.

General Manager Mendoza informed the Board that the ACD uses reclaimed water to water the grass, and that the enclosure (fence) by the trash dumpster has been completed. Concrete benches are being painted white.

C. COVID-19 PANDEMIC PROTECTIVE MEASURES

General Manager Mendoza will speak on COVID-19 during Action Items.

9. CONSENT ITEMS

A. MINUTES: June 10, 2021, Regular Board Meeting Minutes

Trustee Palhinha motioned to approve the June 10, 2021, Regular Board Meeting Minutes. Seconded by Trustee Laughlin. **Approved**

10. ACTION ITEMS

A. ACD FINAL AUDIT REPORT FOR FYE 2019 & 2020

Paul Kaymark, Financial Advisor, presented the 2019 & 2020 Financial Audit Report. Requested that the Board receive and file the report as is and explained that the 2020 Audit is clean.

He also presented a 1-year engagement letter from a new auditor for this coming audit season, August 2021. Informed the Board that financial statements will be ready for the auditor to audit in September and auditor will present the audit report to the Board, October of this year.

General Manager Mendoza is anxious to get the 2021 Audit done because the two audits (2020 & 2021) will place us (ACD) in a much more favorable position for credit.

Chair Wada stated that he expected to see an executive summary of the Audit Report that would verify that practices are clean and appropriate in which he did not see.

Trustee Palhinha agreed with Chair Wada and expressed his concern regarding the need to separate the style of the new Board from the previous Board including the work that General Manager has done. He indicated that it should be done in writing.

Trustee Laughlin motioned to receive and file the Final Audit Report for FYE 2019 & 2020. Seconded by Trustee Gonzalez. **Approved**

B. RESOLUTION 2020-011 ADOPTING CERTAIN ADJUSTMENTS TO THE DISTRICT'S CURRENT FEES AND APPROVING NEW FEES CHARGED FOR THE SERVICE PROVIDED BY THE DISTRICT

General Manager Mendoza justified the recommended adjustments to the district's current fees.

Trustee Palhinha motioned to approve and adopt Resolution 2020-011 Adopting Certain Adjustments to the District Current Fees and Approving New Fees Charged for the Service Provided by the District. Seconded by Trustee Laughlin. **Approved**

**Roll Call Vote: Yes: 3 No: 1 Absent: 1 Abstained: 0**

C. RESOLUTION 2021-012 DISTRICT REQUESTING LAFCO TO INITIATE PROCEEDINGS FOR REORGANIZATION OF TERRITORY

General Manager Mendoza explained how the request for LAFCO to initiate proceedings for reorganization of territory will benefit the Cemetery District.

Trustee Laughlin motioned to approve Resolution 2021-012 District Requesting LAFCO to Initiate Proceedings for Reorganization of Territory. Seconded by Trustee Gonzalez. **Approved**

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

D. ADOPTING 2021 RULES AND REGULATIONS

General Manager Mendoza informed the Board that he would like to bring the Fee Schedule before the Board on a yearly basis just in case there are questions on the Rules and Regulations and so that they (public) know that they are supported by the Board.

Trustee Palhinha motioned to approve Adopting the 2021 Rules and Regulations. Seconded by Trustee Gonzalez. **Approved**

E. ARTESIA CEMETERY DISTRICT ADVERTISEMENTS

General Manager Mendoza reviewed Artesia Cemetery District Ads with the Board of Trustees. He commended Trustee Laughlin for representing the ACD and for his participation at a local event in Hawaiian Gardens. His picture came out in the Los Cerritos News. For information only.

F. HEADSTONE CLEANING KIT

General Manager Mendoza gave an itemized overview of the Headstone Cleaning Kit. Video has been created. Grounds Supervisor provided the idea. For information only.

G. ACD ANNIVERSARY/OPEN HOUSE

General Manager Mendoza provided ideas and suggestions for the ACD Anniversary/Open House, including the Day of the Dead. He will meet with the sub-committee to schedule a date for the event(s).

Trustee Gonzalez motioned to create a Sub-Committee of 1-2 Trustees, and to bring back to the next meeting suggested dates and other relevant material for the Board. Seconded by Trustee Laughlin. **Approved**

Trustee Gonzalez motioned to approve Trustee Laughlin and Trustee Gonzalez as appointed members of the ACD Event sub-committee. Seconded by Trustee Laughlin. **Approved**

Trustee Laughlin and Trustee Gonzalez are members of the ACD Event Sub-committee.

H. PURCHASE OF DUMP TRUCK TRAILER WAGON

General Manager Mendoza informed the Board that there is a need to purchase a Dump Truck Trailer Wagon for burial purposes.

Trustee Palhinha motioned to approve the purchase of a Dump Truck Trailer Wagon. Seconded by Trustee Laughlin. **Approved**

I. ACD DISTRICT COUNSEL

General Manager Mendoza informed the Board that the attorney submitted his resignation on July 1, 2021, which will become effective on September 1, 2021.

Chair Wada suggested that the General Manager formulate questions to interview candidates.

Trustee Palhinha motioned to approve the General Manager’s suggested timeline and format to selecting the new attorney. Seconded by Trustee Laughlin. **Approved**

J. RESOLUTION 2021-013 ADOPTING A COVID-19 VACCINATION STATUS POLICY

General Manager Mendoza stated that the Governor has new guidelines. Guidelines are constantly changing. Employers need to keep track if employees have been vaccinated.

Trustee Palhinha requested to know if most of the staff had been vaccinated.

Trustee Palhinha motioned to approve Resolution 2021-013 Adopting A COVID-19 Vaccination Status Policy. Seconded by Trustee Laughlin. **Approved**

**Roll Call Vote:**

**Yes: 4 No: 0 Absent: 1 Abstained: 0**

**11. BOARD COMMENTS**

Trustee Gonzalez asked the following questions: Is there a suggestion box in the front office? Could we get one? Could a photo of the Cleaning Kit be sent to her? Do you have a photo of the new trailer? Requested to know what the ACD was doing now since the current trailer is broken. Thanked Letty Mendoza for her help today.

Trustee Palhinha thanked Letty Mendoza for her involvement. Commended Chair Wada, the Board, and General Manager Mendoza for a good job . Commended Letty Mendoza for volunteering and doing a wonderful job.

Trustee Laughlin: No comments.

Chair Wada recognized the General Manager for consistently in meetings, having a rationale and documentation for every recommendation he makes to the Board, it’s a demonstration of his thinking and his planning, and that all is done with some forethought and consideration. Congratulated the General Manager for representing the district well. He thanked Ms. Letty for filling in for Ana.

**12. ADJOURNMENT**

Trustee Laughlin motioned to adjourn the Regular Meeting of the Board of Trustees. Seconded by Trustee Gonzalez. **Approved**

Chair Wada requested a motion to adjourn the Regular Meeting of the Board of Trustees at 5:48 p.m. to August 12, 2021, at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.