

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 Aurelia Palhinha

Trustee Michael Wada

General Manager Antonio Mendoza

District Counsel Carlos Campos

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, December 12, 2024

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 Stewart, Trustee Wada, Trustee Gonzalez, Trustee Palhinha.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Stewart.

4. AGENDA

Vice Chair Stewart motioned to approve the Agenda of the December 12, 2024 regular meeting. Trustee Wada seconded. **Approved Unanimously**

5. PUBLIC COMMENT

Lauren Yokomizo presents Trustee Gonzalez with a certificate of recognition for her service on behalf of the office of LA County Supervisor Janice Hahn.

6. CLOSED SESSION

None

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. Trustee Palhinha seconded.
Unanimous Approval 5-0

***Chair Laughlin requested we change the check detail report to landscape orientation.*

B. ACD & COVID UPDATES

Tier 4 Update: Row 18 has been started.

Ossuary: Statue should be arriving soon.

Upgrades: Researched new payroll and Time and Attendance vendors; Be advised that we are beginning with GUSTO shortly; Garage Cabinets will be next as soon as other projects are completed.

Social Media: 5th video is completed; Working with social media consultant to promote ads.

Sytech Services: Picked up boxes for scanning.

VC3 Cyber Security: Kick-off will be January 22, 2025.

457(b): Should be ready by the end of December 2024.

Heroes' Holiday Tribute to our Veterans Event: Scheduled for Friday, December 13th at 10am.

C. BURIALS & SERVICES

Month of June ACD had a total of **(14)** Funeral Services: **(8)** Full Burials and **(6)** Cremations. We sold **(10)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: November 14, 2024 Regular Board Meeting Minutes & December 3, 2024 Special Board Meeting Minutes.

Trustee Wada motioned to approve the Minutes of November 14, 2024 Regular Board Meeting Minutes & December 3, 2024 Special Board Meeting Minutes. Vice Chair Stewart seconded.

Approved Unanimously

10. ACTION ITEMS

A. Districtwide Mailer for Low-Cost Interment Services and Eternal Sanctuary Ossuary Invitation

Trustee Wada motioned to Approve to approve the use of a Districtwide mailer with the amendment that it be implemented in 2025. Vice Chair Stewart seconded and suggests the use of a QR code.

4-1 Approval

Roll Call Vote:

Yes: 4

No: 0

Absentee: 0

Abstention: 1 (Gonzalez)

B. Adoption of Annual Calendars

Vice Chair Stewart motioned to Approve new calendars for 2025. Trustee Wada seconded.

Unanimous Approval

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

C. Options for Open and Closing Cemetery Gates on Weekends, Holidays, & Weeknights

Trustee Gonzalez motioned to approve the use of the current gatekeeper as a part time employee.

Trustee Wada seconded.

Unanimous Approval

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

D. Election of Officers

Chair Laughlin nominates Trustee Wada as the proceeding Chair of the Board of Trustees. Trustee Wada accepts the nomination and nominates Chair Laughlin as Vice Chair for the proceeding Board of Trustees. The Board nominates General Manager Mendoza as the appointee of the Board of Trustees Secretary. General Manager Mendoza accepts the nomination.

Unanimous Approval

Roll Call Vote:

Yes: 5 No: 0 Absentee: 0 Abstention: 0

11. BOARD COMMENT

Trustee Wada: Wishes Trustee Gonzalez well and thanks her for her service and enthusiasm.

Trustee Palhinha: Is sad to see Trustee Gonzalez go. Trustee Palhinha says she will continue to learn.

Trustee Gonzalez: Read final goodbye remarks and expresses gratitude toward fellow Trustees.

Vice Chair Stewart: Is saddened that it is Trustee Gonzalez’s final meeting and wishes Chair a happy birthday. Vice chair will miss event due to her father’s birthday celebration.

Chair Laughlin: Expresses gratitude toward Trustee Gonzalez’s service on the board and appreciates her contributions. Chair Laughlin says his wife will undergo a procedure and will update the board on her progress.

12. ADJOURNMENT

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

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:10 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, January 9, 2025 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.