

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Thursday, November 12, 2020**  
**4:00 P.M**

**1. CALL TO ORDER**

Chair Wada called the meeting to order at 4:07 p.m.

**2. ROLL CALL**

**Present:** Trustee Gonzalez, Trustee Palhinha, Trustee Laughlin, and Chair Wada

**Absent:** Vice Chair Stewart

**3. PLEDGE OF ALLEGIANCE**

Chair Wada led the Pledge of Allegiance.

**4. AGENDA**

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

**Yes: 4**

**No: 0**

**Absent: 1**

**Abstention: 0**

**Approved**

**5. PUBLIC COMMENT**

No public comment.

**6. GENERAL MANAGER'S REPORT**

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

Paul Kaymark, Financial Consultant informed Board members that the ACD has reached approximately 70% annual income. Staff has generated 6-8 months of income 1/3 of the year.

Chair Wada asked about audit protocols.

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

**Yes: 4**

**No: 0**

**Absent: 1**

**Abstention: 0**

**Approved**

**B. ACD UPDATE**

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

General Manager Mendoza informed Board members that staff compliance training has been completed. Four preset vaults have been installed and is considering installing pre-need double depth vaults so that they are ready for burial at the time of need.

Trustee Palhinha shared his concerns about the staff that worked at the ACD prior to Tony and Ana.

General Manager further explained reason for property line identification and is thinking long term with regards to future benches, is working on solutions. Addressed the Yelp concern that Trustee Palhinha brought to the Board's attention at the previous Board of Trustees meeting. Shared ACD Website with Board Members. Reviewed Covid health and safety precautions.

## 7. CONSENT ITEMS

- A. MINUTES: October 8, 2020 Regular Board Meeting Minutes  
Trustee Palhinha motioned to approve the October 8, 2020 Regular Board Meeting Minutes.  
Seconded by Trustee Laughlin.  
**Yes: 4                      No: 0                      Absent: 1                      Abstention: 0**  
**Approved**

## 8. ACTION ITEMS

- A. RESOLUTION 2020-023 ADOPTING A HARDSHIP FEE REDUCTION AND FEE WAIVER POLICY FOR THE INTERMENT OF CREMAINS

Trustee Laughlin motioned to approve Resolution 2020-023 Adopting a Hardship Fee Reduction and Fee Waiver Policy for the Interment of Cremains. Seconded by Trustee Palhinha.

**Yes: 4                      No: 0                      Absent: 1                      Abstention: 0**  
**Approved**

**Roll Call Vote:**

**Yes: 4                      No: 0                      Absent: 1                      Abstention: 0**  
**Approved**

- B. RESOLUTION 2020-024 AMENDING THE DISTRICT’S RECORDS RETENTION POLICY AND SCHEDULE

Trustee Wada requested further information about storing records on the cloud.

Trustee Gonzalez motioned to approve Resolution 2020-024 Amending the District’s Records Retention Policy and Schedule. Seconded by Trustee Palhinha.

**Yes: 4                      No: 0                      Absent: 1                      Abstention: 0**  
**Approved**

**Roll Call Vote:**

**Yes: 4                      No: 0                      Absent: 1                      Abstention: 0**  
**Approved**

- C. REPLACEMENT OF ROSES

Trustee Gonzalez motioned to approve the Replacement of Roses. Seconded by Trustee Laughlin.

**Yes: 4                      No: 0                      Absent: 1                      Abstention: 0**  
**Approved**

## 9. BOARD COMMENTS

Trustee Laughlin stated that the only comment he had was that he came by to pick up his binder on Tuesday and was really pleased to see the number of flags that were out for Veteran’s Day. Staff was out there diligently working, sometimes could see staff scratching his head going is this it or is this it, but he was out there doing it and was pleased to see that; stated that it looked beautiful. Suggested that ACD might consider finding a local kid with a drone and take a few pictures for the website.

Trustee Palhinha stated that he was pleased with everything that is going towards the right direction for the cemetery. It is the work from everybody, especially from Ana and Tony. Thanked staff for a job well done. It is over any expectations that he had. Stated that now, with Chairman Wada’s leadership, meetings are running smoothly, and it is nice. Is proud of what is going on and hopes that people will appreciate what staff is doing. They are good labor people and are nice people. Trustee Palhinha felt so proud when he saw all the flags. He was also a veteran and knows the feeling. The flags look beautiful and thanked everyone.

Trustee Gonzalez apologized for being late. She was coming from work in Santa Ana and did not get off until 3:40 p.m. She received two phone calls from a couple of people that want to buy plots. She thinks it is a good thing. Will try to make an appointment for them so that they can come in and talk to Tony or Ana, next week. She received an anonymous text on messenger social media Facebook that said, "Have you got the crooks yet?" She thought of Trustee Palhinha because he always brings up that subject. Trustee Gonzalez wrote, "Who is this?" Response was "You don't need to know who I am, but they moved from Artesia here is their new address. They live in Bellflower." She replied, "I don't know who you are talking about." Trustee Gonzalez does not want to say something that she should not say and texted, "I am sorry who are you talking about?" Response was, "Yes, you do." Trustee Gonzalez said that they felt it necessary to send her an address to Bellflower. Wished Trustee Laughlin a Happy Veteran's day and thanked him for his service.

Trustee Wada suggested that Trustee Gonzalez pass the address to the General Manager who can pass it on to the attorney who can pass it on to the County.

Trustee Wada stated that many times when he comes down to the office, he has noticed how busy the office is. Last week, he came down and it was so busy that Tony nor Ana had time to take lunch. Does not think that it is an unusual occurrence, but it something that happened to be in process, and was there. There were phone calls of people inquiring about how much things cost, people coming in, questions that the Groundskeepers could have regarding different things that they were working on, but quite a busy office. It struck him, as he was observing this, that it was a year ago that due to some budgetary issues, there was some consideration towards eliminating a position and making it a one-person office. But fortunately, they were able to find some funds to be able to make an adjustment to keep this two-person office. Trustee Wada does not know how the office does it with two people let alone as a one-person operation. He gave kudos to Tony and Ana for their work ethic and their dedication to the district.

Trustee Wada stated that he always owns up when he "screws up". He spoke to every board member or left a message apologizing for his statement on page three of the Minutes where in his effort to praise the Vice Chair and her skill set, he included his skill set as well as being valuable, and that was not his intention. He thought that there had been an error in the transcribing. He spoke with Ana and she played the tape for him. Trustee Wada apologized to Tony and Ana for taking their valuable time to listen to a tape where he said the wrong thing which was not his intention. He apologized to each Board Member, General Manager, Office Manager, and to the constituents in this cemetery district. Stated that he must be held accountable as a Trustee for all the comments that he makes whether he says what he intends accurately or inaccurately. Also stated that some have felt that it was no big deal, but it is a big deal for Trustee Wada because his goal as Chair has been to emphasize the point of inclusiveness so that everybody feels valued. Everybody's opinion counts. The way his comment came out was contrary to the philosophy that he is trying to put forward. Apologized again and will try to do better in the future. Wished everyone a very pleasant and happy Thanksgiving and was not sure how everyone is going to do it this year with the pandemic issue. Asked everyone to be safe and will see everyone in the meeting in December. Requested a motion to adjourn the Regular Meeting of the Board of Trustees.

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

**Yes: 4**

**No: 0**

**Absent: 1**

**Abstention: 0**

**Approved**

## **10. ADJOURNMENT**

Chair Wada adjourned the meeting at 5:24 p.m. to the next Regular Meeting of the Board of Trustees on Thursday, December 10, 2020 at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.