

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 Karen A. O'Neil

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, April 13, 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 Gonzalez, Trustee Palhinha, Trustee Stewart

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Stewart.

4. AGENDA

Vice Chair Wada motioned to approve the Agenda of the March 9, 2023 Board Meeting with name correction to Item# 6C. Trustee Stewart seconded. **Unanimous Approval**

5. PUBLIC COMMENT

No members of the public were present.

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)

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

a. Pursuant to Government Code Section 54957

Public Employee: General Manager

C. CONFERENCE WITH LABOR NEGOTIATOR

a. Pursuant to Government Code Section 54957.6

District's Designated Representative: Chair Mike Laughlin

Unrepresented Employee: General Manager

D. OPEN SESSION

a. General Manager Employment Agreement Amendment

Salary & Benefits Adjustment

Trustee Stewart motioned to go into closed session, and Trustee Palhinha seconded.

The Board of Trustees entered Closed Session at 4:03 p.m.

The Board of Trustees returned from Closed Session at 5:04 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

- Negotiate and pay raise of 10%. (\$9,126.00), \$3,000 to Annual retirement, and approval of Floating Holiday. Total \$12,126.00.
- An Addendum will be needed on General Manager's employee contract
- Karen with Kirk & Simas shared her news – Appointed to be the next Santa Barbara County Judge

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 Palhinha seconded.

Unanimous Approval

B. ACD UPDATES, BURIALS & SERVICES

In the month of February, we had a total of 13 funerals: 9 burials and 4 cremations. Sold 5 Pre-need plots.

Have been pre-setting about 20-30 vaults. Vault company is still very backed up, so GM is ordering one load a week to get that area completed.

Spoke to a couple of muralist about the wall, he received pricing quotes from a few, and will speak to board about what idea ACD can come up with. General Manager will bring more info at next month's meeting.

Memorial Day planning is under way. Plaques are being worked on, will be installed and serviced. Staff is preparing for the event as well.

General Manager attended the March conference and received lots of great information. He will be attending another local conference this month.

9. CONSENT ITEMS

A. MINUTES: March 9, 2023, Regular Board Meeting Minutes

Vice Chair Wada motioned to approve the Minutes from the March 9, 2023, Regular Board Meeting. Trustee Palhinha seconded.

Unanimous Approval

10. ACTION ITEMS

A. AT NEED SERVICES PURCHASE AGREEMENT FOR PRE-PAID CUSTOMERS

Trustee Palhinha motioned to approve the AT NEED SERVICES Purchase Agreement for PRE-PAID Customers. Trustee Stewart seconded. **Unanimous Approval**

B. WREATHS ACROSS AMERICA ANNUAL PROGRAM

Vice Chair Wada: It's a good opportunity for publicity/media coverage for cemetery. Let's have local kids volunteer for community services. Would be good to notify Linda Sanchez

Trustee Stewart: It sounds like a good idea

Trustee Gonzalez: No comment

Chair Laughlin: He had the opportunity to visit the informational trailer about this event, it was very moving and impressive. Amazing how it started out as someone using up extra wreaths they had, now evolved to a worldwide event. He can probably get Gale Anderson from channel 5 to stop by to visit.

General Manager: Staff is double checking to make sure we have all veterans, and headstones listed and accounted for. ACD has a total of 406 veterans

BOARD COMMENTS

Trustee Gonzalez: No comments

Trustee Stewart: No comments

Trustee Palhinha: Congratulate Chair Laughlin for a smooth meeting.

Vice Chair Wada: Board should consider sending Karen a Congratulatory card/gift for her new appointment. Congratulations on another successful year to Tony and his raise and congrats to Chair Laughlin for great meetings.

Chair Laughlin: Wall of Healing info, was quite an undertaking, but he enjoyed every minute of it, and he learned a lot. Amazing event. Thank you to Wada & Palhinha for comments. He has studied Roberts Rules of Order to get meetings right, and do a good job.

11. ADJOURNMENT

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

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 5:50p.m.

The next Regular Meeting of the Board of Trustees will be held on **Thursday, May 11, 2023 at 4:00 p.m.** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703