

# Artesia Cemetery District

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

## Board of Trustees

Acting Chair, Trustee Rene Treviño      Trustee Linda Gonzalez      Trustee Michael Wada  
Trustee Osvaldo Palhinha      Trustee Allison Stewart

## District Manager

Antonio Mendoza

## REGULAR MEETING OF THE BOARD OF TRUSTEES

### MINUTES

Wednesday November 13, 2019

*PLEASE REFRAIN FROM USING CELL PHONES AND SILENCE ALL ELECTRONIC COMMUNICATION DEVICES  
WHILE THIS PUBLIC MEETING IS IN SESSION.*

### 4:00 P.M. CLOSED SESSION

**CALL TO ORDER** Meeting was called to order by Trustee Wada at 4:00 p.m.

### ROLL CALL

**Present:** 3 - Trustee Wada, Trustee Palhinha, and Trustee Gonzalez

**Absent:** 2 - Acting Chair Treviño and Trustee Stewart

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**      No Comments

### RECESS TO CLOSED SESSION

District Manager talked to the District's attorney and said that he was finishing a meeting and was waiting for another attorney to call him before 4 p.m.; said that if the Board could give him some time and maybe push the meeting (Closed Session) to the end or as soon as he calls the District Manager or texts him; we could pause the meeting and go into Closed Session and bring him (District Attorney) in and resume the Closed Session. Board agreed.

### RECONVENE TO OPEN SESSION

### BOARD OF TRUSTEES MEETING

*(Immediately following closed session)*

**CALL TO ORDER** Trustee Wada called meeting to order 4:01p.m.

### ROLL CALL

**Present:** 3 - Trustee Wada, Trustee Palhinha, and Trustee Gonzalez

**Absent:** 2 - Acting Chair Treviño and Trustee Stewart

### PLEDGE OF ALLEGIANCE

Trustee Osvaldo Palhinha led the Pledge of Allegiance

### INVOCATION

Trustee Linda Gonzalez led the invocation

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

**PUBLIC COMMENT** – No public comments

## DISTRICT MANAGER'S REPORT

- D1. An expert will be coming in to check on why some of the sprinkler valves are not turning on; seeding will not harm headstones; reported on ACD and ABC USD Adult School volunteers: new email address [info@artesiacementery.com](mailto:info@artesiacementery.com); three EDD accounts have been merged to one account; working on sending letters to people who are on default; attorney available to speak to Board at any time; reported on special event staff overtime; Ana reported on Día de Los Muertos event;

Trustee Palhinha motioned to move to Closed Session. Trustee Gonzalez seconded. Unanimous approval. 4:47 p.m.

Trustee Palhinha motioned to reconvene to Open Session. Trustee Gonzalez seconded. Unanimous approval

### CLOSED SESSION REPORT: 5:24 P.M.

The Board of Trustees in Closed Session voted unanimously to appoint Antonio Mendoza, District Manager, and District Counsel, Mr. Quintanilla, to be the chief negotiators for the district.

Regular Session: 5:26 p.m.

Trustee Gonzalez requested clarification before reconvening to Regular Session. District Manager and District Counsel will be the chief negotiators for what was discussed in Closed Session.

## D2. FINANCE/TREASURER'S REPORT

District Manager provided an update on the October 2019 Sales Report; Monthly Balance Sheets, Profit and Loss, and Property Tax Revenue; all accounts have been reconciled.

Trustee Gonzalez motioned to accept the Finance/Treasurer's Report. Trustee Palhinha seconded. Unanimous approval.

## CONSENT ITEMS

- C1. MINUTES: October 10, 2019 Board of Trustees Regular Meeting Minutes

Trustee Wada pulled item C1.

Trustee Palhinha motioned to approve item C2, ACD Certificate of Interment Rights. Trustee Gonzalez seconded. Unanimous approval.

Trustee Wada pulled item C1 because A2-Adopt Updated Fee Schedule on page 2 has his name twice, first as the person that made the motion and as the person that seconded the motion.

Trustee Wada made the motion to approve the October 10, 2019, Board of Trustees Regular Meeting Minutes with correction. Seconded by Trustee Gonzalez. Trustee Palhinha abstained.  
Approved:            Yes - 2            Abstention - 1

## ACTION ITEMS

- A1. SELECT DATE FOR ACD STUDY SESSION ON BOARD POLICY AND PROCEDURES MANUAL

Board of Trustees scheduled the Study Session on Board Policy and Procedures Manual for Wednesday, November 27, 2019 at 9:30 a.m.

Trustee Palhinha motioned to approve the Board of Trustee Study Session on Board Policy and Procedures Manual for Wednesday, November 27, 2019 at 9:30 a.m. Trustee Gonzalez seconded. Unanimous approval

**A2. ADOPT UPDATED FEE SCHEDULE**

Trustee Gonzalez motioned to adopt the Updated Fee Schedule. Trustee Palhinha seconded. Unanimous approval.

**A3. ADOPT UPDATED HEADSTONE DIMENSION & SETTING FEES**

**a. HEADSTONE DIMENSIONS & FEES**

**b. HEADSTONE SETTING AUTHORIZATION FORM**

Headstone dimensions have been updated; upright monument fees have been updated; sanded two-inch border will now be required on all headstones; Headstone Setting Authorization Form will need to be completed by family prior to purchasing/setting the headstone;

Trustee Gonzalez motioned to adopt the Updated Headstone Dimension, Setting Fee, and Authorization Form. Trustee Palhinha seconded. Unanimous approval.

**A4. ADOPT UPDATED RULES & REGULATIONS**

Trustee Gonzalez motioned to adopt the Updated Rules and Regulations. Trustee Palhinha seconded. Unanimous approval.

**A5. GOPHER PEST CONTROL MACHINE**

Trustee Palhinha motioned to purchase the Gopher Pest Control Machine. Trustee Gonzalez seconded. Unanimous approval.

**A6. CONTRACTOR PROPOSALS TO FINISH REMODEL**

Contractor is an approved vendor.

Trustee Palhinha motioned to direct the District Manager to work with District Counsel to enter into contract for \$62,000 to obtain J3:16 Builder to finish the project. Trustee Gonzalez seconded. Unanimous approval.

**A7. ADOPT REVISED ACD BUDGET 2019-20**

Item was requested by Trustee Wada.

Trustee Gonzalez motioned to adopt the Revised ACD Budget 2019-20. Trustee Palhinha seconded. Unanimous approval.

**BOARD COMMENTS**

Trustee Palhinha stated that he is very pleased to be here; has been coming for many years; can see things are getting cleaner, nicer, and that there is a different attitude; there is big improvement in the office; need to have trust; need to show that the cemetery is welcoming and that it is a good place for their family members; this place can also be first class; since he has been appointed, he has been telling everyone that they could walk and that

they don't have to drive or take the bus to the cemetery; thanked the District Manager for his message and because he has been very nice with him; thanked Ana for welcoming him.

Trustee Gonzalez thanked Trustee Osvaldo Palhinha for taking time out of his life because he's going to be with us once a month and sometimes twice a month; stated that we have made a big improvement, the Trustees, Mr. Mendoza, and Ana Perez; when he (Trustee Palhinha) came to bury his father-in-law, the cemetery was not up to par. But can say that it is 100% better; tries to come once a week and it is so much better; gets comments on Facebook and he (Trustee Palhinha) is going to start to get them too; some are going to be negative but those negative ones will turn into positive ones; even with phone calls to Tony (District Manager) and Ana. Thanked Trustee Palhinha for joining us.

Trustee Wada welcomed Trustee Palhinha; stated that he has already contributed significantly to discussions, giving all of us something to think about and some direction for Tony (District Manager); as he becomes more familiar with operations, thinks he will have more to contribute.

Trustee Wada gave kudos to Ana, Tony (District Manager), Letty, and other people in the committee (Día de Los Muertos) for doing a fantastic job; stated that Linda's (Trustee Gonzalez) Miss Artesia ladies were so organized, poised, professional. They had an aura about them that reflected Trustee Gonzalez as to what she taught them; congratulated Trustee Linda Gonzalez; stated that she should be proud of her efforts not just with this group but with previous groups.

Trustee Gonzalez asked if Trustee Wada would like, he could send an email to her so that the girls could put it in their portfolio, especially for the girls going to college.

Trustee Wada congratulated the District Manager for dealing with a potential explosion with an unruly visitor who was out of line with the Miss Artesia ladies.

Trustee Wada stated that since Tony (District Manager) was hired, he has been on a month to month contract and would like to revisit it; would like to get him back on a contract that reflects his contributions to the Cemetery District, thinks maybe after the full Board is seated and after Board Policies are established, maybe in January; would like to begin the evaluation process; thinks that the anniversary of his contract is in March; would like to see something that is more reflective of what he really does.

Trustee Palhinha motioned to adjourn the meeting to November 27, 2019 at 9:30 a.m. Unanimous approval