

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

Board of Trustees

Chair Allison Stewart

Vice Chair Mike Laughlin

Trustee Arturo Sanchez, Jr.

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, May 14, 2026

4:00 P.M.

1. CALL TO ORDER

Chair Stewart called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Chair Stewart, Vice Chair Laughlin, Trustee Sanchez, Trustee Wada, Trustee Palhinha

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Laughlin

4. AGENDA

Trustee Wada motioned to approve the Agenda. Trustee Sanchez seconded.

5-0 Approved

5. PUBLIC COMMENT

No one present.

6. CLOSED SESSION:

None

7. CLOSED SESSION ANNOUNCEMENTS:

8. GENERAL MANAGER'S REPORT

A. FINANCE REPORT Dashboard, Revenues and Expenses, Endowment

B. ACD UPDATES

Garage Improvements: Bid Package finalized and Bids due by end of May

Upgrades: Irrigation Timer – Completed; Potential Board Room Upgrade

Tier 4 Updates: At Row 28 (located west of sidewalk); Weekly vault deliveries

AllPaid Merchant Services: New Credit Card processing company

Aerial Map Update: Drone flyover completed

CSDA GM of the Year: Nomination Submission

Memorial Day Event: Plans Underway

Conferences / Webinars/ Tours:

- CSDA GM Summit June 29 & 30
- CSDA Exhibitor Conf. Aug. 24-27

Trustee Wada motioned to approve the Finance Report Trustee Wada. Trustee Sanchez seconded.

5-0 Approved

9. CONSENT ITEMS

A. Check Detail Report for the Month

B. Credit Card Detail Report

C. California Class Summary

D. January Burials & Services

Month of April- ACD had a total of **(8)** Funeral Services: **(4)** Full Burials and **(4)** Cremations.
We sold **(9)** Pre-Need plots.

E. MINUTES: May 14, 2026, Regular Board of Trustees Meeting Minutes

Vice Chair Laughlin motioned to approve the Consent Items Trustee Palhinha seconded.

5-0 Approved

10. ACTION ITEMS

A. Resolution 2026-008 – Adopting Memorial Marker Policy

Trustee Sanchez motioned to approve the adoption of the Memorial Marker Policy. Trustee Wada Seconded

5-0 Approved

B. Discuss and Approve Addendum to General Manager Employment Agreement

Trustee Wada motioned to approve the Addendum to General Manager Employment Agreement. Trustee Palhinha seconded.

5-0 Approved

C. Make Up of Missing Employer 403b Contributions for General Manager for Fiscal Year 2024-25 and Issuance of Indemnification Letter to General Manager

Vice Chair Laughlin motioned to approve the make-up of missing Employer 403b Contributions for General Manager for Fiscal Year 2024-25 and issuance of Indemnification Letter to General Manager. Trustee Palhinha seconded.

5-0 Approved

D. RESOLUTION 2026-009 – AUTHORIZING AND APPROVING CERTAIN BUDGET ADJUSTMENTS TO FISCAL YEAR 2025-26 BUDGET

Trustee Wada motioned to authorize and approve certain budget adjustments to fiscal year 2025-26 budget.

5-0 Approved

11. BOARD COMMENT

Trustee Wada: Sad to see Chair Stewart leave the board and highlight her growth along the way.

Trustee Palhinha: Says friends and family were very impressed with memorial bench near T4 and will miss Chair Stewart.

Trustee Sanchez: Wishes Allison the best during her new chapter.

Vice-Chair Laughlin: Says he took a youth mental health workshop and thought it would be beneficial to staff.

Chair Stewart: Thanks the board for the opportunity and reflects on what she has learned along the way.

12. ADJOURNMENT

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

5-0 Approval

Chair Stewart adjourned the Regular Meeting of the Board of Trustees at 4:42 pm

The next Special Meeting of the Board of Trustees will be held on **Thursday, June 11th, 2026 at 4:00 PM** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.