

**SELMA CEMETERY DISTRICT
RECORD OF THE BOARD OF TRUSTEES
Regular meeting**

**Thursday September 24, 2020 Consent Agenda 1
4:30p.m.**

- 1. Call to Order: 4:28pm**
 - 2. Roll Call:** Chair: Robert Allen - Present
 Vice-Chair: Una Tristan Present
 Trustee: Ron Baker - Present
 Trustee: Alan Langstraat - Present
 Trustee: Alfonso Caro - Present
- Staff Present:** General Manager: Sandi Miller - Present

Date of Next Board Meeting: The next meeting will be Thursday
October 22, 2020 at 4:30pm.

Public Comment: Members of the general public may address the Board
of Trustees on any item on the agenda.

No members of the public at this meeting

CONSENT AGENDA:

1. Minutes: of the Thursday August 27, 2020 Regular Meeting of the Board
of Trustees
2. Disbursements: 8/01/2020 through 8/31/2020

***Motion to accept the Consent Agenda as presented by Trustee Ron
Baker, Second by Trustee Alfonso Caro. Vote: - - Trustee Ron Baker -
AYE-, - Vice-Chair Una Tristan AYE- Trustee Alan Langstraat - AYE
Trustee Alfonso Caro- AYE. Chair Robert Allen - AYE. Motion
carried.***

OLD BUSINESS: discussion/Action:

- 1. Gates at Floral:** GM Sandi Miller Signed the estimate and sent it back to
D&G Fencing. *After the board approved this, I signed the estimate and
faxed it to D&G Fencing. I have not heard if they are made and ready to be
installed yet. Since the board packet went out Danny from D&G called,
and they should be in by the end of the month.*
- 2. Bids for Road repairs:** The RFP has been changed to include all three
Cemeteries. *And was posted to our website, not on CSDA web site. We
also faxed it to the list we had plus the company Chairman Bob Allen sent
me. I have no estimates to date but will inform the board when I do have
some.*

3. NEW BUSINESS: Discussion/Action:

1. Digital Sign: GM Sandi Miller to report on the cost for purchasing a sign. *I really do not have much to report on this currently. Due to having a few busy weeks and preparing for the audit. I will try to have some numbers for you at the October meeting. The problem is in finding solar signs and digital ones that can be changed. We do not have power where the sign will need to be placed.*

2. Manager's report: Sandi Miller-General Manager: Report attached

Burials as of 8/01/2020 – 8/31/2020: 47 Total from July 1st.

Covid Burials as of 8/01/2020 – 8/31/2020: 16 *These numbers are from May 2020*

Pre-need Contracts: 11

Pre-needs Paid in Full: 20 *Since July 2020*

- **Staff lunch and Thank you Check:** The staff would like to thank the board for the lunch and the \$100.00. *I purchased a card for each staff member, wrote out the checks and got lunch for the staff from La Estrella. Then I had each board member sign the card. Trustee Alfonso Caro was out of town but allowed me to sign for him. The staff was very excited and thankful that the board appreciates them. They said Thank you.*
- **Audit:** The auditors were here on Wednesday September 23, to do the field work portion of our audit Sarai and I worked hard to get things ready and earn back the title of most organized. *The team from Adair and Evans were here yesterday and things went well. GM Sandi Miller will let the board know when they are scheduled to attend the board meeting to present the audit.*
- **Non-Volunteer:** Has returned and no more problems. *He is not coming as often but seems to be in a good mood when he does.*
- **Drivers Safety Class:** Our insurance carrier GSRMA held a Zoom class on driving safely. All staff members attended this zoom meeting in the break room. *This safety training not only helps our insurance and the points we get from the RAMP program. I told the staff to check with their insurance to see if it will count towards any discounts on their personal vehicles. I have also signed Sarai and myself up for the following classes on Zoom: Documenting Employee Performance/ Customer Services for Public Entities and The Power of Words. I figured they are online and free along with no time away from the office.*

3. Closed Session: Public Employee Appointment per Code 54957 (b) (1) Grounds Man Positions #1 and #2.

4. Reportable Action: Grounds Man 1 position will start October 1st at a rate of \$16.00 per hour. Grounds Man 2 position will start December 1st at the same rate of pay.

5. Trustees' reports: Trustee: **Robert Allen**- The grounds are looking good, everything is green. There will be a ribbon cutting for the new Police Station on October 29th.

Trustee: **Alfonso Caro** - Nothing

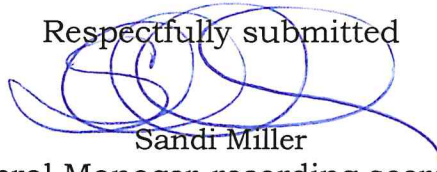
Trustee: **Ron Baker** - Nothing

Trustee: **Alan Langstraat** - I contacted Sandi about the trees growing up in the hedges on Write street and she followed up with Alvaro, they are looking good.

Trustee: **Una Tristan** - Nothing

6. Adjournment: 4:46pm

Respectfully submitted



Sandi Miller

General Manager-recording secretary



Robert Allen - Chairman of the Board

