

SELMA CEMETERY DISTRICT
Regular Meeting of the
BOARD OF TRUSTEES
Tuesday, January 23, 2024
4:30 p.m.

MINUTES

1. **Call to Order:** 4:30 p.m.
2. **Roll Call:** Chair: Una Tristan - *Present*
Vice-Chair: Alan Langstraat - *Present*
Trustee: Rose Robertson - *Present*
Trustee: Ramza Coury - *Present via phone*
Trustee: Jennifer Earle - *Present*
Staff Present: General Manager: Sarai Ramirez - *Present*
Grounds Supervisor: Jesse Rodriguez - *Not present*
Legal Counsel: *Not present*

Date of Next Board Meeting: **The date of the next board meeting will be February 22, 2024.**

Public Comment: Members of the public may address the Board of Trustees on any item on the agenda. *No public present.*

CONSENT AGENDA:

1. Minutes of the Tuesday, October 24, 2023, Regular Meeting of the Board of Trustees.
Motion to approve the minutes of the Tuesday, October 24, 2023, made by Trustee Alan Langstraat and seconded by Trustee Jennifer Earle. Vote: Chair Una Tristan – AYE, Vice chair Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Jennifer Earle – AYE, Trustee Ramza Coury - AYE. Motion Carried.
2. Disbursements: 10/01/2023 through 10/31/2023
Disbursements: 11/01/2023 through 11/30/2023
Disbursements: 12/01/2023 through 12/31/2023
Item moved from Consent Agenda by request of Trustee Rose Robertson for discussion.

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OLD BUSINESS: Discussion/Action:

- 1. Conditional Use Permit:** The district is tentatively scheduled for a public hearing with the planning commission on February 8, 2024. *After the project was placed on CEQA, comments made were about the district applying for Public Water System and if buildings were to be demolished, surveys are to be conducted prior. No motions were made as no action was taken.*

NEW BUSINESS: Discussion/Action:

- 1. 2022/2023 Audit:** Garry Riezebos from Adair & Evans to present. *Audit information was presented indicating the district is in good standing. One of the recommendations made by the auditor was to raise our current prices as current revenues are under expenditures and change staff pay to bi-weekly for more accurate records. After discussion, motion to approve the audit as presented by Garry Riezebos was made by Trustee Jennifer Earle and seconded by Chair Una Tristan. Vote: Chair Una Tristan – AYE, Vice chair Alan Langstraat – AYE, Trustee Rose Robertson – NAY, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE. Motion carried.*
- 2. Election of Officers:** Board to elect chair, vice chair and board secretary. *Officers to serve for a term of two (2) years. The board secretary, per the board, will remain responsibility of the General Manager.*
Motion to nominate Alan Langstraat for Chair was made by Una Tristan and seconded by Jennifer Earle. Vote: Chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE, Vice chair Alan Langstraat – AYE. Motion carried.
Motion to nominate Jennifer Earle as Vice chair was made by Una Tristan and seconded by Chair Alan Langstraat. Vote: Chair Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Una Tristan – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE. Motion carried.
- 3. Bethel Farm Contract:** Board to vote on the renewal of lease contract with Mr. Gill or vote on an alternate course. *The other option presented to the board was to have the vines removed completely, pending decision from the Planning Commission.*

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After discussion, Trustee Una Tristan made the motion to renew the contract with Mr. Gill and seconded by Trustee Rose Robertson. Vote: Chair Alan Langstraat – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Una Tristan – AYE. Motion carried.

- 4. 2024 Personnel Manual:** Changes made by Sierra HR Partners to comply with California laws to be discussed. *Changes made to the manual were the following: unpaid leave for reproductive loss, Workplace Violence Prevention Program required as of July this year, and clarification on the policy prohibiting Drug and Alcohol abuse pertaining to the use of cannabis off the job and away from the workplace.*

Motion to approve the 2024 Personnel Manual was made by Trustee Una Tristan and seconded by Vice chair Jennifer Earle. Vote: Chair Alan Langstraat – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Una Tristan – AYE. Motion carried.

- 5. Use of Vacant Area at Floral Cemetery:** Discussion of how to use the vacant land behind the oleanders by the shop. *The board was informed that in-ground burials at this location will not be possible; a columbarium will be more suitable.*

After discussion Trustee Rose Robertson made the motion to authorize General Manager to get estimates for a columbarium to be put in. This motion was seconded by Trustee Una Tristan. Vote: Chair Alan Langstraat – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Una Tristan – AYE. Motion carried.

6. Manager's Report: General Manager Sarai Ramirez
Burials as of 07/01/2023 – 12/31/2023: **82**

Plots Paid in full as of 07/01/2023: **71**

Plots Available as of 07/31/2023: Floral – **2,545**, West – **551(Pontem Count)**

- **Bethel Property Septic Tank:** Mainline was backed up, work performed by Roto-Rooter. *Total repairs came to \$2625. Roto-Rooter recommended to raise the tank lids for faster and easier access.*

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- **E/C Interest Account Transfer:** Stifel made a transfer of \$24,000 to the General Account. *Due to burial count being low, we needed to transfer these funds to continue with operations.*
 - **End of Year Sick/Vacation Cash out:** Staff opted to cash out some of their sick or vacation pay. *Per Personnel Manual, staff cashed out either sick pay (leaving 24 hours in the bank) or no more than 40 hours of vacation pay.*
 - **Board Secretary Conference:** Summary of topics discussed at the conference. *Some of the topics discussed dealt with Form 700 and Public Records Requests. Another topic discussed was how to have effective and efficient board meetings as well as taking minutes. Special speaker topic was “Change Chose Me.”*
 - **Employee Retirement:** Bradley Rainey announced his retirement date for January 21, 2024. *After many years of service, Brad has decided to retire. He requested to have lunch with the staff. On behalf of the district, he was gifted with a watch from Martin Jewelers.*
 - **Board Member Documents:** Required documents/trainings needed for board members. *A few expiration dates are coming up. Still need Ethics Training for Trustee Ramza Coury and Trustee Rose Robertson’s will expire as of February 2024 and Trustee Una Tristan March 2024.*
- 7. Closed Session: Initiation of litigation pursuant to Government Code section 54956.9(d)(4).** Number of cases: 1
No reportable action.
- 8. Disbursements:** 10/01/2023 through 10/31/2023
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Trustee Rose Robertson inquired about a check written for Adair & Evans (Audit) and Aeon (marker vases).
After discussion, a motion to approve the disbursements from October 1, 2023, through December 31, 2023, was made by Trustee Una Tristan and seconded by Trustee Rose Robertson.
Vote: Chair Alan Langstraat – AYE, Vice chair Jennifer Earle –

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AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Una Tristan – AYE. Motion carried.

9. Trustees' reports:

Trustee: **Una Tristan** – *Nothing at this time.*

Trustee: **Alan Langstraat** - *Nothing at this time.*

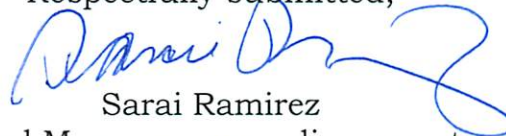
Trustee: **Rose Robertson** – *Trustee was contacted by a member of the public regarding the gopher holes at the North Cemetery next to loved one's grave. General Manager explained that this will always be an issue due to the train passing constantly. Grounds men to set traps and clean up.*

Trustee: **Ramza Coury** – *Nothing at this time.*

Trustee: **Jennifer Earle** – *Nothing at this time.*

10. Adjournment: *With no further discussion, meeting adjourned at 5:47 pm.*

Respectfully submitted,



Sarai Ramirez

General Manager - recording secretary



Alan Langstraat – Chair of the Board

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