

**Regular Meeting of the  
BOARD OF TRUSTEES  
Thursday, March 24, 2022  
4:30p.m.**

**Consent Agenda**

**AGENDA**

- 1. Call to Order: 4:30 PM**
- 2. Roll Call:** Chair: Robert Allen - Present  
Vice-Chair: Una Tristan - Present  
Trustee: Alan Langstraat - Present  
Trustee: Alfonso Caro - Present  
Trustee: Rose Robertson - Present
- 3. Staff Present:** General Manager: Sandi Miller - Present  
Co-Manager: Sarai Ramirez - Present
- 4. Date of Next Board Meeting:** **The next meeting will be Thursday, April 28, 2022.**

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

**One member of the public was present and chose not to give name. No comment at this time.**

**CONSENT AGENDA:**

1. Minutes of the Thursday, February 24, 2022, Regular Meeting of the Board of Trustees
2. Disbursements 02/01/2022 through 02/28/2022

**Motion to accept the Consent Agenda as presented by trustee Rose Robertson. Seconded by Vice-chair Una Tristan. Vote: Chair Robert Allen – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE, Vice-chair Una Tristan – AYE. Motion carried.**

**OLD BUSINESS: Discussion/Action:**

- 1. CUP (Conditional Use Permit)** GM Sarai Ramirez will report on this if there is anything new. *Nothing new reported at this time. It was requested to get an update on this item from the planning department.*
- 2. LED Sign:** Due to continuation of training, there is no new update. *Nothing new reported at this time.*

3. **Bank Account:** GM Sandi Miller delivered the signed document to Bank of Sierra. Once they receive the approved minutes, they will contact all trustees to sign. *GM Sarai Ramirez has taken her information to the bank, trustee Rose Robertson was contacted by Benjamin from Bank of Sierra to do the same. All board members and GM Sarai Ramirez have scheduled to go to the bank to sign the signature sheet on 03/30/2022.*
4. **Bank and other accounts:** GM Sandi Miller provided new GM Sarai Ramirez with a signed document so she can access all accounts. Sarai was also included in the document delivered to the bank. *GM Sandi Miller provided a letter notifying whoever receives it that new GM Sarai Ramirez will be new contact. Most changes have been made.*

**NEW BUSINESS: Discussion/Action:**

1. **Audit Report:** Gary Riezebos to report on this. Please see attached. *Explanation of financials was made by Gary Riezebos. Reported in summary that all is in good standing.*

**After discussion, motion to accept the Audit Report as presented by Vice-chair Una Tristan and seconded by Trustee Alan Langstraat. Vote: Chair Robert Allen – AYE, Vice-chair Una Tristan -AYE, Trustee Alan Lanstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson - AYE. Motion carried.**

2. **Board elections:** Election of Chair, Vice-chair, and secretary.

**Motion for Robert Allen to remain as Chair made by Vice-chair Una Tristan and seconded by Trustee Alan Lanstraat. Vote: Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Vice-chair Una Tristan AYE, Chair Robert Allen AYE. Motion carried.**

**Motion for Una Tristan to remain as vice-chair made by Chair Robert Allen and seconded by Trustee Alfonso Caro. Vote: Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Vice-chair Una Tristan AYE, Chair Robert Allen AYE. Motion carried.**

**Motion for GM Sarai Ramirez to be secretary of board made by Trustee Rose Robertson and seconded by Vice-chair Una Tristan. Vote: Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Vice-chair Una Tristan AYE, Chair Robert Allen AYE. Motion carried.**

- 3. CAPC Board:** Robert Allen to sit on CAPC board in place of GM Sandi Miller. *CAPC has asked for our Chair Robert Allen to sit on their board as a trustee. We receive training and updates from this organization that is very beneficial.*

**After discussion, motion to approve Chair Robert Allen to sit on CAPC board made by Vice-chair Una Tristan and seconded by Trustee Alan Langstraat. Vote: Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE, Chair Robert Allen – AYE, Vice-chair Una Tristan AYE. Motion carried.**

- 4. Pump at West Cemetery:** Well at West Cemetery is dry. Caruthers's Pump provided the quote attached. *Ted from Caruthers's Pump informed the district that they will attempt to go in 40 feet but is unsure if they will be able to go that far due to the age of the well. There was discussion about getting a quote to have a new well drilled for the future or going with city water.*

**After discussion, motion to approve quote provided by Caruthers's Pump made by Una Tristan and seconded by Trustee Alan Langstraat. Vote: Chair Robert Allen – AYE, Vice-chair Una Tristan – Aye, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE. Motion carried.**

- 5. Information Security Policy:** Credit card company is requiring a security policy. I have attached their standard policy for your approval. *Policy is standard, pertaining to cardholder privacy, security measures, employee use of confidential information. Only office staff has access to cardholder information at time of payment. The district does not store cardholder information.*

**After discussion, motion to accept Information Security Policy made by Vice-chair Una Tristan and seconded by Trustee Rose Robertson. Vote: Chair Robert Allen – AYE, Vice-chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE. Motion carried.**

**6. Manager's report: General Manager: Sarai Ramirez**

Burials as of 07/01/2021 – 02/28/2022: 155

Covid Burials as of 02/01/2021 – 02/28/2022: 63 (No longer being told if its Covid)

Pre-need Contracts: 22 Paid in full: 99

- Trees at West Cemetery: The two pine trees and the palm tree at the West cemetery need to be pruned. Castellano's Services Inc. has provided the quote attached. *Caruthers's Pump met with Grounds Supervisor Alvaro Salazar and stated the pine tree next to the pump needed to be pruned for them to perform their work. Castellano's recommended pruning all the trees and this work has been completed.*
  - Edger started on March 16, 2022, for the season. *Edgers will work until the end of the mowing season or before they reach 960 hours for the fiscal year. We have two edgers working.*
  - Special District Legislative Days: May 17-18, 2022, please notify me if anyone will be attending. Early bird price ends April 15, 2022. *Fees go up after April 15, 2022.*
  - CAPC conference: GM Sandi Miller, GM Sarai Ramirez, Chair Robert Allen, and Vice-chair Una Tristan attended. *Chair Robert Allen liked how well organized the conference was and informative as well. Vice-chair Una Tristan appreciated the three attorneys present as well as information on the need to change equipment from gas to electric. This was GM Sandi Miller's last conference and had to resign as President of CAPC due to her retirement. She enjoyed hosting the awards dinner.*
- 7. Trustees' reports:** Trustee: **Robert Allen** *Kindly reminded everyone about GM Sandi Miller's retirement party on 03/25/2022.*  
Trustee: **Alfonso Caro** *Requested to get a quote for a new well for the West Cemetery.*  
Trustee: **Alan Langstraat** *Left meeting before this item.*  
Trustee: **Una Tristan** *Nothing to report.*  
Trustee: **Rose Robertson** *Nothing to report.*

**8. Adjournment: 5:35 PM**

Respectfully submitted,

Sarai Ramirez  
General Manager-recording secretary

Robert Allen - Chairman of the Board