

**Regular Meeting of the  
BOARD OF TRUSTEES  
Thursday, January 26, 2023, Consent Agenda I  
4:30 p.m.**

**AGENDA**

**1. Call to Order:**

**2. Roll Call:**

Chair: Robert Allen - *Present*

Vice-Chair: Una Tristan - *Present*

Trustee: Alan Langstraat - *Present*

Trustee: Alfonso Caro - *Absent*

Trustee: Rose Robertson - *Present*

**Staff Present:** General Manager: Sarai Ramirez - *Present*

Executive Assistant: Mayra Lopez - *Present*

Grounds Supervisor: Alvaro Salazar - *Absent*

**Date of Next Board Meeting:** **The next board meeting will be Thursday, February 23, 2023.**

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

**CONSENT AGENDA:**

1. Minutes of the Thursday, October 27, 2022, Regular Meeting of the Board of Trustees.  
Minutes of the Thursday, November 10, 2022, Special Meeting of the Board of Trustees.
2. Disbursements: 10/01/2022 through 10/31/2022  
Disbursements: 11/01/2022 through 11/30/2022  
Disbursements: 12/01/2022 through 12/31/2022

**Motion to accept the consent agenda as presented made by Trustee Allen Langstraat and seconded by Trustee Rose Robertson. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro - Absent. Motion carried.**

**OLD BUSINESS: Discussion/Action:**

1. **CUP (Conditional Use Permit)** GM Sarai Ramirez to report on this. *The site plan has been updated with the changes made at the*

*request of the county planner. The Greenhouse Gas Analysis has been completed and submitted. Minor changes were made to our Operational Statement (funeral service times). We are now waiting for an update on communication between the engineer and the transportation department. We are unsure if a Traffic Impact Study will be required or if the Trip Generation Study will be sufficient for the county.*

- 2. Oleanders at the Floral Cemetery:** General Manager has obtained three (3) quotes to have the Oleanders removed. Please see attached quotes.

**After discussion, motion to accept the quote provided by Green and Clean made by Vice chair Una Tristan and seconded by Trustee Allen Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – Absent, Trustee Rose Robertson – Recused. Motion Carried.**

**NEW BUSINESS: Discussion/Action:**

- 1. Employee Handbook 2023 Updates:** See attached for changes made to the personnel handbook. *Changes made to the employee handbook were changes in laws, department names, salary posting requirements, etc. Another change made was to the staff's sick and vacation accrual policy.*

**After discussion, the motion to accept all changes made by Sierra HR to the Employee Handbook was made by Trustee Allen Langstraat and seconded by Vice chair Una Tristan. Vote: Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alfonso Caro – Absent. Motion carried.**

- 2. Bethel Property:** Discussion regarding communication strategy with the neighbors as well as the status of the farm. *Discussion about different ways to communicate with the surrounding neighbors and public. General Manager Sarai Ramirez sent correspondence to ME Vineyard indicating that the farm needs to be cleaned up. No reply from the company yet. Committee formed to come up with a timeline and strategy to communicate with neighbors. Trustee Allen Langstraat, together with Vice chair Una Tristan and General Manager Sarai Ramirez will be a part of this committee.*

- 3. Manager's report: General Manager: Sarai Ramirez**

Burials as of 10/01/2022 – 12/31/2022: **97**

Plots Paid in full as of 07/01/2022: **71**

- **CAPC Annual Conference:** The conference is scheduled in Seaside from March 23<sup>rd</sup>-25<sup>th</sup>, 2023. *Chairman Robert Allen, General Manager Sarai Ramirez and Executive Assistant Mayra Lopez will be attending.*
  - **Special District Leadership Academy:** Executive Mayra Lopez will be attending from February 26<sup>th</sup>- March 1<sup>st</sup>, 2023. *The district was able to secure a scholarship for Mayra Lopez to attend. SDLA to cover the cost of the conference. Reimbursement to the district will be made after her attendance.*
  - **Car Accident at the West and Floral Cemeteries:** Vehicles hit our two cemeteries on different dates. *On 11/25/2022, a driver hit the fence and an upright headstone at the West Cemetery. Repairs have already been made and the insurance has reimbursed the district for the repairs. On 12/11/2022 the sign at the Floral Memorial cemetery was hit by a driver. At this time, we are still waiting to hear from the insurance of the person who hit the sign.*
  - **Cal-OSHA Inspection:** Letter received from the DIR OSHA office regarding inspection done on 09/02/2022. *The district has received a letter indicating 'No violation after inspection.'*
- 4. Closed Session:** Public Employee Performance Evaluation, Government Code section 54957, Grounds Men Position.
- Reportable Action:** *No reportable action. The General Manager received clarification from the board on her role pertaining to staff placement on the salary schedule.*
- 5. Closed Session:** Public Employee Discipline/Dismissal/Release, Government Code section 54957.
- Reportable Action:** *No reportable action. Board informed of employee dismissal.*
- 6. Trustees' reports:**

Trustee: **Robert Allen:** *Chairman was approached by a member of the public asking if the cemetery could serve as flag drop off for exchange. General Manager Sarai Ramirez to get together with Commander Zuniga. Chairman also has asked for the staff to come up with a solution for grass growing around vases on markers.*

Trustee: **Alfonso Caro:** *Absent*

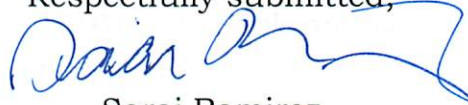
Trustee: **Alan Langstraat:** *Trustee expressed concern about how many pages there were in the packet. The General Manager informed him it was due to not meeting in November or December. The packet included three months of bank statements.*

Trustee: **Una Tristan:** *Trustee informed she will not be attending the CAPC conference in March at Seaside. She also informed the board that Chairman Robert Allen will be receiving the Trustee of the Year Award at this conference.*

Trustee: **Rose Robertson:** *Trustee was approached by a member of the public informing her how pleased she was with the service she received at the office. Executive Assistant Mayra Lopez assisted this family member.*

**7. Adjournment:** *Motion to adjourn the meeting at 6:01 pm made by Trustee Rose Robertson and seconded by Vice chair Una Tristan.*

Respectfully submitted,



Sarai Ramirez

General Manager-recording secretary



Robert Allen - Chairman of the Board