

**Regular Meeting of the
BOARD OF TRUSTEES
Tuesday, March 28, 2023, Consent Agenda I
4:30 p.m.**

MINUTES

1. Call to Order: 4:30 pm

2. Roll Call: Chair: Robert Allen – *Ran late, but present*

Vice-Chair: Una Tristan - *Present*

Trustee: Alan Langstraat - *Present*

Trustee: Alfonso Caro - *Present*

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 date of the next board meeting will be on Thursday, April 27, 2023.

Public Comment: Scott Robertson present.

CONSENT AGENDA:

1. Minutes of the Thursday, February 23, 2023, Regular Meeting of the Board of Trustees.
2. Disbursements: 02/01/2023 through 02/28/2023

Motion to approve the Consent Agenda as presented made by Trustee Alan Langstraat and seconded by Trustee Alfonso Caro. Vote: Chairman Robert Allen – Not present at the time for vote, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE. Motion carried.

OLD BUSINESS: Discussion/Action:

1. **Bethel Farm Lease:** Discussion on how to proceed with Mr. Glenn Martin (ME Vineyards) regarding the breach of contract. *There has been no contact made by anyone with the district.*

After discussion, a motion to go with the attorney's advice to not pursue litigation was made by Trustee Alfonso Caro and seconded by Trustee Alan Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan

Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE. Motion carried.

NEW BUSINESS: Discussion/Action:

- 1. 2021/2022 Audit Report:** Garry Riezebos to report on this. *Explanation of this Fiscal Year's financials was presented by auditor Garry Riezebos. He reported the district continues to be in good standing. Member of the public Mr. Scott Robertson's questions regarding what the district invests, savings account, and what monies are utilized from the investment accounts were answered. Investments are rated "A" or better, the district does not have a savings account as it has investment accounts; from these investment accounts, the district pulls money from Endowment Care Interest as needed.*

After explanations and discussion, Vice chair Una Tristan made the motion to approve the Audit Report as presented. Trustee Alfonso Caro seconded the motion. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE. Motion carried.

- 2. Painting of the shop building:** The General Manager has received two (2) quotes. See attached. *General Manager Sarai Ramirez did attempt to obtain a third quote, but it had not been received by the meeting date. It will be less expensive not to paint the metal building, but it will stand out. The wooden shop does require attention. There was discussion about a full upgrade of the shop building and a meeting with the ground's staff to get their opinion as to what the district's needs are on this subject.*

After discussion, a motion by Vice chair Una Tristan was made to table this item until next month and seconded by Trustee Rose Robertson. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE. Motion carried.

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

Burials as of 07/01/2022 – 2/28/2023: **130**

Plots Paid in full as of 07/01/2022: **170 (Pontem Count)**

Plots Available as of 01/31/2023: Floral – **2,645**, West – **551**

- **CUP (Conditional Use Permit):** GM Sarai Ramirez to report on this. *On March 21, 2023, Jeremy emailed the general manager stating that he is trying to get the CEQA document (Initial Study) completed so we can move on to the Planning Commission hearing. He reminded the district to reach out to the neighbors. Letters were mailed certified on 03/07/23 to 8 neighbors, 3 came back undeliverable, 2 resent on 03/15/23 with correct address, the 3rd was hand delivered. The district has not received any calls or correspondence. We are still waiting for an update from the Water Resource Board.*
- **Bethel Property:** General Manager visited the property on 03/09/2023, vines have all been pruned and tie down has begun. *The farm is looking good. Mr. Gill did opt to use the shed, with language in the contract that he will be doing this at his own risk. The district was informed of an issue with him using tenant's water, having an RV parked, and breaking a sprinkler. Tenants called property management, they in turn contacted the district. The general manager reached out to Mr. Gill on 3/28/23 on this issue.*
- **Rain Damage to Grounds:** Sunken markers, graves, and holes at all three cemeteries. *Please see attached pictures. These barely show what the grounds staff have had to repair. They have raised some of the markers, filled the holes, and backfilled some graves. They are still not finished. Please refer anyone with these issues to the office; we do have a notice posted on our website as well.*
- **Special District Legislative Days:** This event will take place on May 16-17, 2023, in Sacramento. *To get the early bird discount, we need to register before the 21st of April (\$300 vs \$375). The hotel must be booked by this date to receive the CSDA rate of \$205 plus tax. General manager will be attending, along with Vice chair Una Tristan and Chairman Robert Allen.*
- **CAPC Conference:** Chairman Robert Allen, General Manager Sarai Ramirez and Executive Assistant Mayra Lopez assisted this weekend. *Chairman Robert Allen reported on the sessions that were presented on both days. He was impressed by the session on budget preparation and the information covered on prevailing wages. General manager reported on the district chairman Robert*

Allen receiving the Trustee of the Year Award, who received this on behalf of the entire board and staff.

4. Trustees' reports:

Trustee: **Robert Allen** – *Chairman reported he was pleased with the repairs done on the landscaping and sign at the corner of Floral and Thompson. He recently purchased a niche from the district and brought up the concern of the limited information the district allows to be engraved on the niche cover. This item will be placed on the agenda for the next regular meeting. General Manager is to investigate history of this project.*

Trustee: **Alfonso Caro** – *Nothing at this time.*

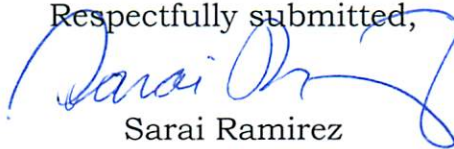
Trustee: **Alan Langstraat** – *Nothing at this time.*

Trustee: **Una Tristan** – *Vice chair shared at this meeting some details about the wedding she attended of a family member.*

Trustee: **Rose Robertson** – *Trustee asked if the district is currently selling plots at the proposed cemetery at Bethel and Nebraska. General manager answered 'no.'*

5. Adjournment: *Motion to adjourn the meeting was made by Trustee Allan Langstraat and seconded by Vice chair Una Tristan. No additional discussions.*

Respectfully submitted,



Sarai Ramirez

General Manager - recording secretary



Robert Allen - Chairman of the Board