

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday, August 25, 2022, Consent Agenda 1
4:30 p.m.**

AGENDA

- 1. Call to Order:** 4:30 p.m.
- 2. Roll Call:** Chair: Robert Allen - 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 - Present

Date of Next Board Meeting: **The next meeting will be Thursday, September 22, 2022.**

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

Scott Robertson commented on the grant that was received for the Fire Station.

CONSENT AGENDA:

1. Minutes: of the Thursday, June 23, 2022, Regular Meeting of the Board of Trustees.
2. Disbursements: 06/01/2022 through 06/30/2022
Disbursements: 07/01/2022 through 07/31/2022

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

OLD BUSINESS: Discussion/Action:

1. **CUP (Conditional Use Permit)** GM Sarai Ramirez will report on this. *At this moment, there is nothing new to report. General Manager Sarai Ramirez has attempted to contact the planner and the architect. We are not aware if changes to the site plan that were requested have been made. We will attempt to make contact as soon as possible.*

NEW BUSINESS: Discussion/Action:

- 1. Emergency Item:** *Due to the expiration of an offer, it was deemed necessary to add an item before the General Manager's report.*

Motion to add item on the agenda for the cell phones was made by Trustee Rose Robertson and seconded by Trustee Alfonso Caro.

Vote: Chair Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alfonso Caro – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.

- 2. CAPC Honorary Membership:** The CAPC Board would like to give previous General Manager Sandi Miller Honorary Membership. *This is recognition for all the time she served on their board, from trustee to President as well as her involvement at the conferences. Nomination letter is required by the board.*

Motion to send the nomination letter to CAPC made by Trustee Alan Langstraat and seconded by Vice Chair Una Tristan. Vote: Chair Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE. Motion Carried.

- 3. CAPC Board Member Elections:** Candidate consent forms are due October 31, 2022. *An email was received from CAPC regarding this subject. They currently have seven Trustees and two Managers on their board with one seat vacant. Chair Robert Allen sits on this board; no other member from this district will be on that board.*

- 4. IRS Milage Increase:** Change was made to the final six (6) months of 2022. *Prior to July 2022, the amount was 58.5 cents per mile, as of July 2022 it is 62.5 cents per mile.*

After discussion, motion to keep the IRS milage rate was made by Trustee Rose Robertson and seconded by Trustee Alfonso Caro.

Vote: Chair Robert Allen – AYE, Trustee Alan Langstraat - AYE, Trustee Alfonso Caro – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE. Motion carried.

- 5. Increase amount on Credit/Debit card:** Inflation is affecting the day-to-day purchases from the district.

Price increases are seen in purchases being made at different stores. This card is used at Office Depot, Walmart, Home Depot, Harbor Freight and others as well as travel expenses.

After discussion, motion to raise the amount on the debit card by \$1,000 was made by Trustee Rose Robertson and seconded by Trustee Alan Langstraat. Vote: Chair Robert Allen – AYE, Trustee Alan Langstraat - AYE, Trustee Alfonso Caro – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE. Motion carried.

- 6. Sitting Board Member Funeral Costs:** The Political Reform Act limits on “gifts” to board members.

A question was brought up about the district providing financial assistance for sitting board members. After reviewing the California Fair Political Practices Commission, it was discovered that this is possible. Consensus / agreement for the board members to continue not to receive any benefits.

- 7. New Grounds Sign:** See attached for idea on new sign to be posted on the grounds at all cemeteries.

General Manager Sarai Ramirez drove to other cemeteries close by and Vice chair Una Tristan sent pictures of the ones at Clovis Cemetery. Current signs posted on the grounds need updating to meet this district’s needs. Families have a hard time with the flower pick up dates. The new sign will make this more visible. Quote was received by Fast Signs.

Trustee Rose Robertson made a motion to approve the new sign with changes recommended by the board. Vice chair seconded the motion. Vote: Chair Robert Allen – AYE, Trustee Alan Langstraat - AYE, Trustee Alfonso Caro – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE. Motion carried.

- 8. Staff Cell Phones:** Current provider is T-Mobil.

General Manager Sarai Ramirez reported that the monthly dues are too high. She received a quote from AT&T that was more reasonable. Trustee Alfonso Caro recommended to get another quote from Verizon.

After discussion, motion to get another quote was made by Trustee Alan Langstraat and seconded by Trustee Rose Robertson. Vote: Chair Robert Allen – AYE, Trustee Alan Langstraat - AYE, Trustee Alfonso Caro – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE. Motion carried.

- 9. Manager’s report: General Manager: Sarai Ramirez**

Burials as of 07/01/2022 – 07/31/2022: 19

Pre-need Contracts: 18 Paid in full: 15

- **District News:** Report on what's been going on in the office or grounds. *Service for office phone lines and internet from AT&T has been combined and will be saving about \$200 by doing so. Supervisor's truck had a tire that needed replacement due to a flat. Two benches on C Block were at the wrong location, Beer Monuments has moved them to correct location. The number of services being done since July has given staff time to get caught up with other duties. CAPC gave Executive Assistant Mayra Lopez a scholarship for the upcoming conference in October. They will be covering her expenses, less the travel. Chairs used for funeral services will need to be replaced soon. Sprinklers at Block E were creating puddles, Reedley Irrigation has put new ones in. Pictures were shared of items staff comes across (i.e., beer bottles, diapers, items not permitted on graves, etc.).*
- **Employ America:** A Division of Social Vocational Services. *This program works with people with disabilities to help employ them. General Manager believes that this program would be great for edging season. The district would need to hire a minimum of three who will work a maximum of three hours per day. A coach / lead will be with them for supervision.*
- **Transparency Certificate:** Paperwork has been submitted. *General Manager Sarai Ramirez received an email stating the renewal was not necessary until next year. They stated that if we wanted to renew early, it was possible.*
- **Truck #2:** Grounds Supervisor and Grounds man Jesse Rodriguez made repairs. *The district was going to need to purchase a new truck for the grounds men; however, after the repairs were made, Grounds Supervisor Alvaro Salazar informed General Manager Sarai Ramirez purchase this year will not need to be made until the following year.*

10. **Trustees' reports:**

Chairman: **Robert Allen:** *Commended the staff for their hard work. Reminded all board members to support the staff, not to quickly side with the public regarding concerns, but rather inform them that they will defer to the staff.*

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

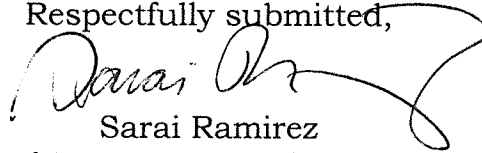
Trustee: **Alan Langstraat:** *With the recent loss he experienced, he was able to see the process families experience with our staff.*

Vice chair: **Una Tristan:** *Understands what Trustee Alan Langstraat is referring to about going through a loss and experiencing it on a personal level, not just as a board member.*

Trustee: **Rose Robertson:** *Requested a closed session for the next regular meeting.*

11. Adjournment: 5:40 p.m.

Respectfully submitted,



Sarai Ramirez

General Manager-recording secretary



Robert Allen - Chairman of the Board

