

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday, April 28, 2022
4:30 p.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 - Absent
Trustee: Rose Robertson - Absent

Staff Present: General Manager: Sarai Ramirez - Present
Executive Assistant: Mayra Lopez - Present

Date of Next Board Meeting: **The next meeting will be Thursday, May 26, 2022.**

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

CONSENT AGENDA:

1. Minutes: of the Thursday, March 24, 2022, Regular Meeting of the Board of Trustees.
2. Disbursements: 03/01/2022 through 03/31/2022.

OLD BUSINESS: Discussion/Action:

1. **CUP (Conditional Use Permit)** GM Sarai Ramirez will report on this. *The planning department needs a Trip and Distribution Study. Yamabee & Horn referred General Manager Sarai Ramirez to JLB Traffic. JLB provided quote / contract.*

After discussion, motion to accept the quote / contract from JLB Construction made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chair Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustees Rose Robertson and Alfonso Caro – ABSENT. Motion carried.

2. **LED Sign:** GM Sarai Ramirez will report on this. *This item was tabled for regular meeting in May 2022.*

NEW BUSINESS: Discussion/Action:

1. **Leon's Computers:** Please see attached quote for board members, office staff and grounds supervisor to have an email with the district's domain. Joey Leon to present. *This item was tabled for the regular meeting in May 2022. Leon's was unable to attend.*
2. **Personnel Manual:** See attached pages with changes provided by the district's labor law attorney. *Most of the changes are under California Family and Medical Leave under CFRA. Changes made to records retention, use of district vehicles and computers, protection against crimes, along with a few other changes.*

After discussion, motion to accept the changes made to the manual made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chair Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustees Rose Robertson and Alfonso Caro – ABSENT. Motion carried.

3. **Rosenburg's Rules of Order:** Please see attached. Board to vote on adopting these rules. *This is a simplified version of Robert's Rules, which the district currently uses as a guide.*

After discussion, motion to adopt Rosenburg's Rules made by Vice chair Una Tristan and seconded by Trustee Alan Langstrat. Vote: Chair Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustees Rose Robertson and Alfonso Caro – ABSENT. Motion carried.

4. **Glen Martin @ ME Vineyard:** Called the office asking if we can change from 80/20 to 90/10 due to cost increases. See attached. *This item was tabled for the regular meeting in May 2022 in order to gather more information.*
5. **Need for full time edger:** Adding a full-time edger versus seasonal will eliminate reoccurring issues. *Markers being covered with grass, winter weeds, and gopher mounds continue to be an issue. Adding an employee full time for these tasks will alleviate this problem.*

After discussion, motion to add a full-time grounds man made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chair Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustees Rose Robertson and Alfonso Caro – ABSENT. Motion carried.

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

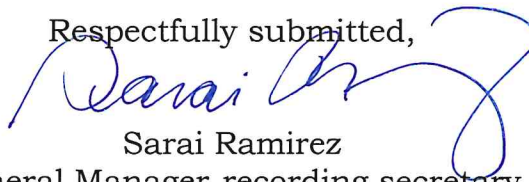
Pre-need Contracts: 22 Paid in full: 120

- **By-Laws:** Vice chair Una Tristan to report on this. *By-Laws were briefly discussed and reviewed. Vice chair Una Tristan found one typo. No changes were made to the By-Laws. It will be noted that they were reviewed on this date.*
- **Supervisor's truck:** Truck has been purchased from Liberty Chevrolet. *Ed Dena's and Liberty Chevy provided quotes for this truck. Truck was purchased from Liberty since the quote came lower and we were able to stay local.*
- **Zoom meeting Stifel:** Brief meeting in which Sandra provided an explanation of portfolio. *On 04/19/2022, General Manager Sarai Ramirez had an hour zoom meeting with Sandra Wheeler from Stifel. She went over definitions of words, how and when to decide to liquidate or reinvest. The district will schedule this workshop for the board some time in the future.*
- **New canopy repaired:** Welding did not hold while the canopy was being moved. *Grounds men were moving the new canopy to be used for a funeral service. When moving it, one of the legs came off completely from the welding. Repairs were made by Travis Welding. The district will offer grounds men a welding course.*

- 7. Trustees' reports:** Trustee: **Robert Allen** - Nothing
Trustee: **Alfonso Caro** – Absent
Trustee: **Alan Langstraat** - Nothing
Trustee: **Una Tristan** – Happy with the recent changes and having the opportunity to be more involved.
Trustee: **Rose Robertson** - Absent

8. Adjournment: 5:37 pm

Respectfully submitted,



Sarai Ramirez
General Manager-recording secretary



Robert Allen - Chairman of the Board

