

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday, February 23, 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 - *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 to be discussed due to a conflict in scheduling.**

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, January 26, 2023, Regular Meeting of the Board of Trustees.
2. Disbursements: 01/01/2023 through 01/31/2023

Motion to approve the Consent Agenda as presented made by Trustee Alfonso Caro 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.

OLD BUSINESS: Discussion/Action:

No old business to discuss.

NEW BUSINESS: Discussion/Action:

1. **Emergency Item: Bethel Farm Lease** – Proposal to lease farm was received after the agenda had been published.

Motion to add the lease of the farm as an emergency item to the agenda was made by Trustee Rose Robertson and seconded by Vice chair Una Tristan. 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. Bethel Farm Lease:** Sarjeet Gill reached out to the district expressing interest in leasing the vineyards. *Mr. Gill has asked for a contract of 90/10. At the request of the board, the district has sent a demand letter to ME Vineyards (Glenn Martin) due to breach of contract. Per the letter, they have until February 28, 2023 to respond. The district will wait to see if Mr. Martin responds and proceed accordingly afterwards.*

After discussion, the board agreed to the terms for Mr. Sarjeet Gill to lease the farm. The General Manager is to add the use of the shop to the contract. The motion to lease the farm to Mr. Gill was made by Vice chair Una Tristan and seconded by Trustee Alan Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alfonso Caro – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE. Motion carried.

- 3. March 2023 Regular Board Meeting:** Meeting will not be held on March 23, 2023, due to the CAPC Conference. *After discussion, the board agreed to move the Regular Board Meeting in March to March 28, 2023 at 4:30 pm.*
- 4. 2022/2023 Salary Schedule:** Presentation, discussion, and approval. See attached. *Chairman Robert Allen reported he contacted CAPC to get the salary schedule/pay rates for other cemeteries comparable to our district. He along with General Manager Sarai Ramirez got together to discuss our district's employee pay rates.*

After presentation and discussion, trustee Allan Langstraat made the motion to adopt the salary schedule provided and seconded by Vice chair Una Tristan. Vote: Chairman Robert Allen – AYE, Vice chair – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – AYE. Motion carried.

- 5. Thompson Ave. Fence:** General Manager received quotes from three companies. Please see attachments. *The board reviewed the three quotes provided. Adding the privacy slats came into question. The board agreed that after the oleanders were removed, the cemetery looks more open.*

After discussion, motion to accept quote provided by D&G Fence and renegotiate price to not include the privacy slats made by Trustee Rose Robertson and seconded by Trustee Alfonso Caro. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro – AYE, Trustee Alan Langstraat – AYE. Motion carried.

- 6. Email Notification Form:** Presentation to the board of new form for families to sign. Form attached for review. *Flower pick-up dates continue to be an issue with the public, that is the reason the staff presented this new form. Trustee Rose Robertson suggested to, maybe in the future, add text messaging. The recommendation to have the flower pick up calendar E-Blasted through the chamber was made.*

After discussion, Trustee Alan Langstraat made the motion to approve this form and E-Blast the calendar. This motion was seconded by Trustee Rose Robertson. Vote: Vice chair Una Tristan- AYE, Chairman Robert Allen – AYE, Trustee Alfonso Caro -AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE. Motion carried.

7. Manager's report: General Manager: Sarai Ramirez

Burials as of 07/01/2022 – 1/31/2023: 115

Plots Paid in full as of 07/01/2022: 91

Plots Available as of 01/31/2023: Floral – 2,649, West – 551

- **CUP (Conditional Use Permit)** GM Sarai Ramirez to report on this. *The State Water Resources Control Board has reached out to the district. This process is to determine if the proposed cemetery will be classified as a Public Water System. The department will get back to the district on their findings and how to proceed.*
- **Bethel Property:** Update from committee regarding steps and timeline for communicating with the neighbors. *Trustee Alan Langstraat, Vice chair Una Tristan and General Manager met on 02/15/2023 to come up with the district's strategic plan. First step will be to send out certified letters to the neighbors informing them of the district's proposed future site.*
- **Feral Cat Problem:** Selma Police Dept. has now been involved by a member of the community. *On February 8, 2023, Selma PD came to the district office to inform the staff that a member of the public*

complained about the cats going into the neighborhood. PD did see the sign the district put up to not feed the cats. The district was asked to provide license plate numbers of the public feeding the cats. They will be fined.

- **Grounds Staff Training:** All grounds staff attended a safety training at Madera Cemetery on February 8, 2023. *The grounds supervisor and all the grounds staff received training on heat and illness prevention, fire extinguisher use, and mausoleum training.*
- **Seasonal Edgers:** The edgers have started for the season. *One edger was brought in on the 1st of February to start the season off early to prevent the grass from getting ahead of the staff when the weather starts to warm up. The second edger started on the 16th.*
- **Floral Memorial Sign:** Green & Clean to make necessary repairs. *As of now, the date has not been determined. The insurance of the driver at fault has already paid for the damages caused.*

8. Trustees' reports:

Trustee: **Robert Allen** – *Nothing at this time.*

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

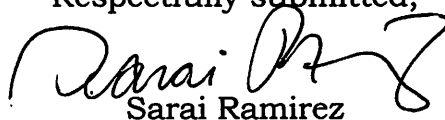
Trustee: **Alan Langstraat** - *Nothing at this time.*

Trustee: **Una Tristan** - *Nothing at this time.*

Trustee: **Rose Robertson** - *Nothing at this time.*

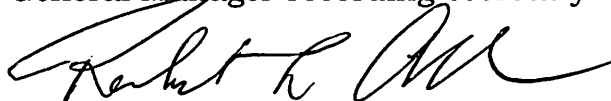
- 9. Adjournment:** *Motion to adjourn the regular meeting at 5:25 pm was made by Trustee Rose Robertson and seconded by Trustee Alfonso Caro.*

Respectfully submitted,



Sarai Ramirez

General Manager-recording secretary



Robert Allen - Chairman of the Board