

**SELMA CEMETERY DISTRICT  
BOARD OF TRUSTEES  
SPECIAL MEETING  
Thursday, July 27, 2023  
3:30 pm**

**MINUTES**

**1. Call to Order:** 3:30 pm

**2. Roll Call:**

Chair: Robert Allen - *Present*

Vice-Chair: Una Tristan - *Present*

Trustee: Alan Langstraat - *Present*

Trustee: Alfonso Caro - *Absent*

Trustee: Rose Robertson - *Present*

**Staff Present:**

**District Counsel:** Doug Larsen, FLC Attorneys At Law - *Present*

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

*No public present.*

**Executive Session:**

**1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Government Code section 54957

**Reportable Action:**

- *Motion by Vice chair Una Tristan and seconded by Trustee Alan Langstraat to accept resignation/terminate the employment of Mayra Lopez as of July 27, 2023. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – NO, Trustee Alfonso Caro – Absent. Motion carried.*
- *Motion by Trustee Alan Langstraat to add job placement of Sierra HR Services. Vice chair Una Tristan seconded. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – NO, Trustee Alfonso Caro – Absent. Motion carried.*
- *Motion by Vice chair Una Tristan, seconded by Trustee Rose Robertson to immediately dismiss Alvaro Salazar. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro – Absent. Motion carried.*

- *Motion made by Vice chair Una Tristan and seconded by Trustee Alan Langstraat to have Sarai Ramirez to remain as General Manager with no step raise for July 1, 2023, to June 30, 2024, and to ensure she continues to get management training. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – NO, Trustee Alfonso Caro – Absent. Motion carried.*

**2. Adjournment:** *Meeting was adjourned at 4:35 pm.*

Respectfully submitted,

Robert Allen – Chairman of the Board (recorded minutes for this meeting)

*Una Tristan Vice Chair, <sup>et al</sup> Board of Trustees*

**SELMA CEMETERY DISTRICT**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, July 27, 2023**  
**4:30 p.m.**

**MINUTES**

1. **Call to Order:** 4:40 pm
  2. **Roll Call:** Chair: Robert Allen - *Present*  
Vice-Chair: Una Tristan - *Present*  
Trustee: Alan Langstraat - *Present*  
Trustee: Alfonso Caro - *Chairman read trustee's letter of resignation during the meeting that took place prior to this one.*  
Trustee: Rose Robertson - *Present*
- Staff Present:** General Manager: Sarai Ramirez - *Present*  
Grounds Supervisor:

**Date of Next Board Meeting:** **The date of the next board meeting will be Thursday, August 24, 2023.**

**Public Comment:** Members of the public may address the Board of Trustees on any item on the agenda.  
*No public present.*

**CONSENT AGENDA:**

1. Minutes of the Thursday, June 22, 2023, Regular Meeting of the Board of Trustees  
*Item moved to regular agenda for discussion at the request of Trustee Rose Robertson.*
2. Minutes of the Friday, July 7, 2023, Special Meeting of the Board of Trustees  
*Item moved to regular agenda for discussion at the request of Trustee Rose Robertson.*
3. Disbursements: 06/01/2023 through 06/30/2023  
**Motion to approve the disbursements from 06/01/2023 through 06/30/2023 was made by Trustee Rose Robertson and seconded by Vice chair Una Tristan. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.**

**OLD BUSINESS: Discussion/Action:**

1. **Shop Building:** Discussion of OSHA Consultation and quote from Alves Electric. *The quote provided includes items found by the OSHA consultant that need to be corrected.*

**Motion to hire Alves Electric made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.**

**NEW BUSINESS: Discussion/Action:**

1. **Minutes of the Thursday, June 22, 2023, Regular Meeting of the Board of Trustees & Minutes of the Friday, July 7, 2023, Special Meeting of the Board of Trustees:** Items moved from the Consent Agenda for discussion. *Trustee Rose Robertson questioned why Mayra Lopez's name was not included in those minutes. The General Manager explained that the minutes she is questioning are from another meeting. Chairman Robert Allen explained he has those minutes and will be provided to the board all at the same time.*

**Motion to approve the Minutes of the Thursday, June 22, 2023, Regular Meeting and the Minutes of the Friday, July 7, 2023, Special Meeting was made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.**

2. **CAPC Board Election:** Candidate Consent form due October 31, 2023. *Board must approve Chairman Robert Allen's appointment to the CAPC board.*  
**Motion made by Vice chair Una Tristan to allow for Chairman Robert Allen's appointment to the CAPC board and seconded by Trustee Alan Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.**

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

Burials as of 07/01/2022 – 06/30/2023: **179**

Plots Paid in full as of 07/01/2022: **204 (Pontem Count)**

Plots Available as of 06/30/2023: Floral – **2,607**, West – **551**

- **Conditional Use Permit:** Update from the planner at Fresno County. *Initial Study has been submitted to the planner's supervisor for review after which there will be a 30-day public review. After this period, then we will go to the Planning Commission. The planner will also send the district a list of proposed mitigation measures to review and acknowledge.*
- **Cal/OSHA Consultation:** At the request of the general manager, a consultant came to the district. *An OSHA Consultation was requested by the manager to get the district OSHA compliant. The report was received and most of the items have been corrected. The electrical items still need to be corrected at this time.*
- **GSRMA Workshop:** Item to be placed for a future meeting. *Manager needs to be informed by the board what topics they would like to be discussed. Items that were mentioned were insurance coverage, different case scenarios, what's included/excluded in coverage.*
- **Garage Door at Shop:** Door will not stay open. *The manager has received two quotes and is waiting on a third.*
- **Bradley Rainey:** Grounds man returned to work. *Mr. Rainey is back to work as of 07/24/2023.*
- **Burial at Wrong Location:** Grounds staff opened a grave at the wrong location. *It was brought to the manager's attention that a wrong location was opened for a burial. All parties involved were contacted and the situation was resolved.*

#### 4. **Closed Session:**

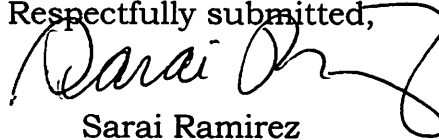
**Initiation of litigation pursuant to Government Code section 54956.9(d)(4).** Number of cases: 2  
**No reportable action.**

#### 5. **Trustees' reports:**

Trustee: **Robert Allen** *Nothing at this time.*  
Trustee: **Alfonso Caro**  
Trustee: **Alan Langstraat** *Nothing at this time.*  
Trustee: **Una Tristan** *Nothing at this time.*  
Trustee: **Rose Robertson** *Nothing at this time*

**6. Adjournment:** 5:16 pm, Motion to adjourn was made by Trustee Rose Robertson and seconded by Trustee Alan Langstraat, with no other discussion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarai Ramirez", written in a cursive style.

Sarai Ramirez

General Manager - recording secretary

Robert Allen - Chairman of the Board

*Una Tustin Vice Chair / Co Board of Trustees*