

**SELMA CEMETERY DISTRICT**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, February 22, 2024**  
**4:30 p.m.**

**MINUTES**

1. **Call to Order:** 4:30 p.m.
2. **Roll Call:** Chair: Alan Langstraat - *Present*  
Vice-Chair: Jennifer Earle - *Present*  
Trustee: Rose Robertson - *Present*  
Trustee: Ramza Coury – *Present via phone*  
Trustee: Una Tristan - *Present*  
**Staff Present:** General Manager: Sarai Ramirez - *Present*  
Grounds Supervisor: Jesse Rodriguez – *Present*  
**Legal Counsel:** *Not present*

**Date of Next Board Meeting:** **The date of the next board meeting will be Tuesday, March 26, 2024.**

**Public Comment:** Members of the public may address the Board of Trustees on any item on the agenda. *Scott Robertson present; no public comment.*

**CONSENT AGENDA:**

1. Minutes of the Tuesday, January 23, 2024, Regular Meeting of the Board of Trustees.
2. Disbursements: 01/01/2024 through 01/31/2024  
**Motion to approve the minutes of the Tuesday, January 23, 2024 and the Disbursements from 01/01/2024 through 01/31/2024, made by Trustee Una Tristan and seconded by Vice chair Jennifer Earle. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.**

**OLD BUSINESS: Discussion/Action:**

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**NEW BUSINESS: Discussion/Action:**

- 1. Heater Unit for Shop:** The unit is extremely old and needs to be replaced. *Staff noticed a minor gas odor. PG&E came to investigate. They advised the district to get a new heater.*  
**Motion for General Manager to get estimates and purchase a new unit was made by Trustee Una Tristan and seconded by Trustee Rose Robertson. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.**
- 2. Grounds Staff Work Boots:** Discussion regarding allowance for work boots. *Staff attended a training session in which the speaker stated that work boots are considered PPE.*  
**Motion made by Trustee Rose Robertson to provide a \$250.00 allowance/reimbursement to grounds staff for work boots. Motion seconded by Vice chair Jennifer Earle. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.**
- 3. Proof of District Residence:** General Manager to discuss why it is important to require this for non-resident burials. *It's been brought to the district's attention that some who do not live within our district are being buried at the cemetery. As a public cemetery, you have to be a resident of the district, or qualify to be buried here but pay the non-resident fee.*  
**After discussion, Vice chair Jennifer Earle made the motion to require proof of district residence for all burials; motion was seconded by Trustee Ramza Coury. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.**
- 4. Cash Payments:** Discussion on whether to continue accepting cash payments for services rendered. *There have been break ins at the district before. For the safety of the staff and reduce other potential risks, it would be recommended that the district not accept cash payments.*  
**After discussion, a motion to no longer accept cash payments was made by Trustee Una Tristan and seconded by Trustee Rose Robertson. Vote: Trustee Una Tristan – AYE, Vice chair**

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**Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.**

**5. Manager's Report:** General Manager Sarai Ramirez  
Burials as of 07/01/2023 – 01/31/2024: **95**

Plots Paid in full as of 07/01/2023: **78**

Plots Available as of 07/31/2023: Floral – **2,534**, West – **552(Pontem Count)**

- **CAPC Annual Conference:** Trustee Una Tristan and General Manager to attend. Dates are from March 14-16, 2024. *Office will be closed from noon on Thursday and will reopen on Monday the 18<sup>th</sup> of March. Attendees to report at the next meeting.*
  - **Conditional Use Permit (CUP):** Form for determination of Public Water System submitted to Water Board. *Based on conversation with the representative from the Water Board, the proposed cemetery will not be classified as a PWS. They will submit that determination to the county.*
  - **Edger season:** Edgers to begin work on March 1<sup>st</sup> or March 15<sup>th</sup>, 2024, depending on weather. *The district already has applicants for the seasonal position. There is a possibility that three edgers will be hired instead of two.*
- 6. Closed Session: Initiation of litigation pursuant to Government Code section 54956.9(d)(4).** Number of cases: 1  
*No reportable action.*

**7. Trustees' reports:**

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

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

Trustee: **Rose Robertson** – *Trustee requested General Manager to reach out to Mike Ridgeway about assisting in the reconciliation of the district's accounts. Request to add item on next agenda regarding email accounts for the board.*

Trustee: **Ramza Coury** – *Trustee inquired if there is a new date for meeting with the Planning Commission about the proposed cemetery.*

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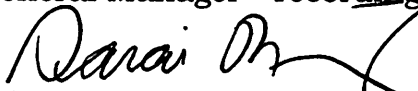
*Trustee also requested March regular meeting be rescheduled for Tuesday, March 26, 2024.*

Trustee: **Jennifer Earle** – *Nothing at this time.*

**8. Adjournment:** *With no further discussion, meeting adjourned at 5:30 pm.*

Respectfully submitted,

Sarai Ramirez  
General Manager - recording secretary

  
Alan Langstraat – Chair of the Board



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