

SELMA CEMETERY DISTRICT
Regular Meeting of the
BOARD OF TRUSTEES
Tuesday, October 24, 2023 Consent Agenda I
4:30 p.m.

MINUTES

1. Call to Order:

2. Roll Call:

Chair: Una Tristan - *Present*

Vice-Chair:

Trustee: Alan Langstraat - *Present*

Trustee: Rose Robertson - *Present*

Trustee: Ramza Coury - *Present*

Trustee: Jennifer Earle - *Present*

Staff Present: General Manager: Sarai Ramirez - *Present*

Grounds Supervisor: Jesse Rodriguez - *Present*

Legal Counsel: Derek Haynes, Porter Scott Attorneys - *Present via Zoom*

Date of Next Board Meeting: **The date of the next board meeting will be discussed due to Thanksgiving Day.**

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

Scott Shade present, no comment made.

CONSENT AGENDA:

1. Minutes of the Thursday, August 24, 2023, Regular Meeting of the Board of Trustees.

2. Disbursements: 08/01/2023 through 08/31/2023

Disbursements: 09/01/2023 through 09/30/2023

Motion to approve the consent agenda as presented made by Trustee Alan Langstraat and seconded by Trustee Rose Robertson. Vote: Chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Jeniffer Earle and Ramza Coury did not vote as they were not present at the meeting. Motion Carried.

OLD BUSINESS: Discussion/Action:

NEW BUSINESS: Discussion/Action:

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- 1. New Board Members:** Welcome new members and nomination for Vice Chair. *Ramza Coury and Jennifer Earle were welcomed to the district.*
Chair Una Tristan made motion to appoint Trustee Alan Langstraat as Vice Chair and seconded by Trustee Rose Robertson. Vote: Chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE, Trustee Alan Langstraat – AYE. Motion carried.
- 2. Bank of the Sierra Changes:** Remove Alvaro Salazar from the Bank of the Sierra Debit account and add Jesse Rodriguez; add new board members as signers to the Bank of the Sierra General Account.
Trustee Rose Robertson made a motion to remove Alvaro Salazar from the Bank of the Sierra Debit account and add Supervisor Jesse Rodriguez. Motion was seconded by Trustee Jennifer Earle. Vote: Chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE, Vice chair Alan Langstraat – AYE. Motion carried.
Motion to add new board members Jennifer Earle and Ramza Coury as signers to the Bank of the Sierra General Account made by Trustee Rose Robertson and seconded by Chair Una Tristan. Vote: Chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE, Trustee Alan Langstraat – AYE. Motion carried.
- 3. Flower Policy:** Discuss current flower policy and possible changes. *The district's current flower policy was approved and adopted August 19, 1997. It does not contain information about extra items families place; staff to continue to regulate items left by families.*
After discussion, a motion to continue with the current flower policy with no changes was made by Trustee Rose Robertson and seconded by Vice chair Alan Langstraat. Vote: Chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE, Trustee Alan Langstraat – AYE. Motion carried.
- 4. Conditional Use Permit:** Mitigation measures proposed by the planner at the planning department. *The district has been asked to limit access to Nebraska Ave. to public only and Bethel Ave. for staff,*

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emergency, and vendor access only. The district is also to provide a Traffic Management Plan.

Motion to approve the mitigation measures from the planning department made by Trustee Jennifer Earle and seconded by Trustee Rose Robertson. Vote: Chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Ramza Coury – AYE, Trustee Jennifer Earle – AYE, Trustee Alan Langstraat – AYE. Motion carried.

5. Manager's Report: General Manager Sarai Ramirez
Burials as of 07/01/2023 – 09/30/2023: **38**

Plots Paid in full as of 07/01/2023: **37**

Plots Available as of 07/31/2023: Floral – **2,578**, West – **551(Pontem Count)**

- **CAPC Education Seminar:** Share a brief description of topics discussed. *Some of the topics discussed were about proper agendizing and posting. Green burials were discussed and new upcoming law on video retention.*
- **Board Secretary Conference:** Leaving at noon on 11/06 and returning on 11/08/2023. *Office will be closed during those days and reopen on 11/09/2023, closed on 11/10/2023 for the holiday.*
- **Dia de los Muertos Altar:** Setting up on Tuesday, October 31, 2023, through November 3, 2023. *Grounds supervisor Jesse Rodriguez along with the rest of the staff helped build the altar. Decorations were purchased as well.*
- **Leak at the West Cemetery:** The district was contacted on 10/17/2023 about a leak. *Water went into the neighbor's backyard. Grounds supervisor knocked at three doors. Those he spoke with reported no damage.*
- **Staff Sexual Harassment:** Working with Sierra HR to provide services to the staff. *Janet from Sierra HR will be arranging a date to speak to the staff about their work environment, work relationships and any concerns they may have.*
- **Applicant Interviews:** Interviews scheduled for October 25, 2023, for full time position. *We are hoping the prospect employee begins working at the beginning of November 2023.*

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6. Closed Session: Initiation of litigation pursuant to Government Code section 54956.9(d)(4). Number of cases: 2
Nothing to report.

7. Trustees' reports:

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

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

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

Trustee: **Ramza Coury** – *Nothing at this time.*

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

8. Adjournment: *Meeting adjourned at 5:45 pm with no other discussion.*

Respectfully submitted,



Sarai Ramirez

General Manager - recording secretary



Una Tristan – Chair of the Board

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