

**SELMA CEMETERY DISTRICT
RECORD OF THE BOARD OF TRUSTEES**

Regular meeting

**Thursday January 28, 2021 Consent Agenda 1
4:30p.m.**

1. Call to Order: 4:28p.m.

- 2. Roll Call:** Chair: Robert Allen - Present
 Vice-Chair: Una Tristan - Absent
 Trustee: Ron Baker - Present
 Trustee: Alan Langstraat - Present
 Trustee: Alfonso Caro - Present

Staff Present: General Manager: Sandi Miller - Present

Date of Next Board Meeting: The next meeting will be Thursday
February 25, 2021.

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

Sarai Ramirez- of Selma Cemetery District

CONSENT AGENDA:

1. Minutes: of the Thursday October 22, 2020 Regular Meeting of the Board of Trustees
2. Disbursements: 10/01/2020 through 10/31/2020
3. Disbursements: 11/01/2020 through 11/30/2020
4. Disbursements: 12/01/2020 through 12/31/2020

Motion to accept the Consent Agenda as presented by Trustee Ron Baker, Second by Trustee Alfonso Caro. Vote: - - Trustee Ron Baker - AYE, - Trustee Alan Langstraat - AYE Trustee Alfonso Caro- AYE. Chair Robert Allen - AYE. Vice-Chair Una Tristan - Absent Motion carried.

OLD BUSINESS: discussion/Action:

1. **Audit:** Garry Riezebos of Adair and Evans will be here to present the audit report. *This item was moved to next months meeting, due to Adair and Evans representative Garry Riezebos was unable to attend.*
2. **Gates at Floral:** The gates were installed just in time for the Health Department to lock us down with no General Public. *GM Sandi Miller reported that the gates were installed with no problems and just in time for the cemetery to close due to the county being in the purple tier for Covid-19.*

3. **Bids for Road repairs:** Nothing new currently. The weather is too cold to repair the roads currently. *GM Sandi Miller reported that she still has not received a bid. And that the weather is too cold to do the repairs currently.*
4. **Digital Sign:** GM Sandi Miller has no new updates currently. It is possible Trustee Afonso Caro may have an update. *GM Sandi Miller reported that she has nothing new on this item at this time. She asked Trustee Alfonso Caro if he had found a company yet. He responded that he has not.*
5. **Bethel Property:** Since the County has moved into the Purple again home visits are not possible. *After Discussion: It was decided that we would send a letter to the neighbors along with a map of the area we would open first. GM Sandi Miller will also try to get a letter of support from Debbie Poochigian, former Board of Supervisors.*

NEW BUSINESS: Discussion/Action:

1. **Ratify bonus given to Staff:** The staff was given a bonus for Christmas. *Chairman Robert Allen briefly went over the discussion to give the staff a \$500.00 bonus, because of the increase in work due to Covid -19. Then called for the vote.*
Motion to ratify the decision to give the staff a \$500.00 stipend by Trustee Ron Baker, Second by Trustee Alan Langstraat Vote: - - Trustee Ron Baker - AYE-, – Trustee Alan Langstraat – AYE Trustee Alfonso Caro- AYE. Chair Robert Allen – AYE. Vice-Chair Una Tristan Absent Motion carried.
2. **COVID-19 Policy:** Cal Osha has new rules that employers are to have a COVID-19 Policy. Please see attached.
Motion to approve the new Covid – 19 policies set by Cal- Osha by Trustee Alan Langstraat, Second by Trustee Ron Baker Vote: Trustee Ron Baker - AYE-, – Trustee Alan Langstraat – AYE Trustee Alfonso Caro- AYE. Chair Robert Allen – AYE. Vice-Chair Una Tristan Absent Motion carried.
3. **Board Elections:** It is time to elect the Chair, Vice-Chair and Board Secretary.
Motion to keep the Executive Board the same by Trustee Ron Baker, Second by Trustee Alan Langstraat Vote: - - Trustee Ron Baker - AYE-, – Trustee Alan Langstraat – AYE Trustee Alfonso Caro- AYE. Chair Robert Allen – AYE. Vice-Chair Una Tristan Absent Motion carried.
4. **CAPC Board Elections:** Please review the candidates for this election. We will need to submit combine votes to one and send it in.
Motion to vote for the slate as presented by Trustee Ron Baker, Second by Trustee Alan Langstraat Vote: - - Trustee Ron Baker -

have called back and left a message but have not heard back from him at this time.

- New Staff: As of 12/01/2020 both new hires have started. Joseph Carlson started. Both new hires are learning quickly and like the job.
- Storage in shop area: On Saturday November 7th; Sarai, myself cleaned the shed and moved the boxes from the Board room storage. Alvaro and Omar were working a Saturday service and helped us in between the service. The office storage had become too full, and the boxes that were placed in the storage prior to me had been stacked on top of each other and were being destroyed. We re-boxed them and put everything on shelves. We can find and retrieve any box whenever we need to.
- Henry's Retirement Luncheon: Due to COVID-19/ Purple Tier, we were unable to have his retirement luncheon. So, we got pizza and a cake for now and once the grounds are open again and we can hold his party I will let the board know, when and the time.

7. Trustees' reports: Trustee: **Robert Allen** – Walkers feels safer here than at the park or School, and that they have loved ones here and feel like they are spending time with them.

Trustee: **Alfonso Caro** – Complimented Sarai, he has been hearing good things about her.

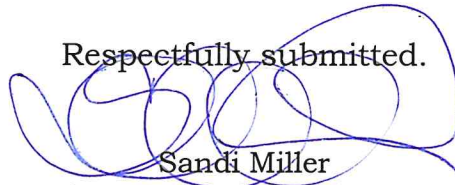
Trustee: **Ron Baker** - Nothing

Trustee: **Alan Langstraat** - Nothing

Trustee: **Una Tristan** – Absent

8. Adjournment: 5:20p.m.

Respectfully submitted.



Sandi Miller

General Manager-recording secretary



Robert Allen - Chairman of the Board

AYE-, – Trustee Alan Langstraat – AYE Trustee Alfonso Caro- AYE. Chair Robert Allen – AYE. Vice-Chair Una Tristan Absent Motion carried.

5. Charge for Flower Stands: The District has always cleaned and paid to haul off the dead flowers from the stands. For our time and the trash fees we have always charged \$1.75 per stand. *This item was also moved to next months agenda, since Vice-Chair Una Tristan requested to have it placed on the agenda.*

6. Manager's report: Sandi Miller-General Manager:
Burials as of 10/01/2020 – 12/31/2020: 122
Covid Burials as of 10/01/2020 – 12/31/2020: 29
Pre-need Contracts: 22
Pre-needs Paid in Full/ New Burial plot: 66

- Covid-19 Update: Though the County has moved back into Red, they have sent out new regulation that I shared with you via email. We have had very few upset people about the gates being closed. I did allow us to open the gates on Monday 12/7 for the families to pick up their items on the grounds so that we could mow on the 8th. Then we opened the gates again on the 9th to allow them to place their Christmas or other items on their loved one's graves.
- Family Trees: I have no new information about the family trees. I am checking into another type of tree that might be stronger and easier to obtain. *Chairman Robert Allen suggested that we try Burchell Nursery for trees.*
- Harassment Training: Trustee Alan Langstraat, Grounds Supervisor Alvaro Salazar and I attended the online training for supervisor's and Trustees.
- Dogs at the West Cemetery: We were having problems with 2 dogs digging at the West Cemetery, the dog catcher and police had been called. The owner would see the dog catchers' truck and call her dogs back. When I spoke with the police Department, they said they were going to turn them into Code Enforcement. I have not had any complaints since.
- Item Taken from Floral: Per my email one of the homeless ladies that come to the cemetery was arrested at the Floral Cemetery for taking stuff from the graves. Officer Steven Mares left me a message to testify about the types of problems we have had with her and to inform him about the types of things people place on their loved one's graves. I