

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday, May 25, 2023, Consent Agenda I
4:30 p.m.**

MINUTES

1. Call to Order: 4:30 p.m.

- 2. Roll Call:** Chair: Robert Allen - *Present*
Vice-Chair: Una Tristan - *Present*
Trustee: Alan Langstraat - *Present*
Trustee: Alfonso Caro – *Absent due to medical disability. Trustee attempted to join via teleconference; however, Trustee Rose Robertson brought up to question that the district had not voted on hybrid meetings (AB 2449). Chairman Robert Allen pointed out that this needs to be investigated as well. It is to be pointed out that the trustee was unable to attend the last meeting for the same medical reason.*

Trustee: Rose Robertson - *Present*

- Staff Present:** General Manager: Sarai Ramirez - *Present*
Grounds Supervisor: Alvaro Salazar - *Present*

Date of Next Board Meeting: The date of the next board meeting will be Thursday, June 22, 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, April 27, 2023, Regular Meeting of the Board of Trustees.

Motion to approve the Minutes of the Thursday, April 27, 2023, Regular Meeting made by Vice chair Una Tristan and seconded by Trustee Alan Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – Abstain, Trustee Alfonso Caro – Absent. Motion Carried.

Minutes of the Thursday, May 11, 2023, Special Meeting of the Board of Trustees.

Item moved to regular agenda for discussion at the request of Trustee Rose Robertson.

2. Disbursements: 04/01/2023 through 04/30/2023
Item moved to regular agenda for discussion at the request of Trustee Rose Robertson.

OLD BUSINESS: Discussion/Action:

1. **Painting of the shop building:** At the request of the board, Grounds Supervisor to show the board around the shop building. *All board members and staff present headed to the shop for a walkthrough. Discussion about having the previous quotes revised to only show the old shop building. A comment was made to contact an electrician for recommendations on possible upgrades or repairs.*

NEW BUSINESS: Discussion/Action:

1. **Minutes of the Thursday, May 11, 2023, Special Meeting of the Board of Trustees:** Item moved from the Consent Agenda for discussion.
Trustee Rose Robertson questioned Chairman Robert Allen why her request to place a closed session for this meeting was not granted. Chairman Robert Allen proceeded to explain to the board that he was under the impression that the request was for the issue that has been delegated to the attorney who represents the district. Clarification was provided as to what the requested closed session was for.

Motion to approve the Minutes of the Thursday May 11, 2023, Special Meeting was made by Trustee Rose Robertson and seconded by Trustee Alan Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – Absent. Motion carried.

2. **Disbursements 04/01/2023 through 04/30/2023:** Item moved from the Consent Agenda for discussion.
Trustee Rose Robertson questioned what the following checks were for: #13019 for Robert Allen (hotel reimbursement), #13026 Leon's Computers (annual renewal for services), #13036 AEON (vases for markers), #13039 Leon's Computers (Cloud & Microsoft Office), #13040 Mower's Edge (mower approved by board).

Motion to approve Disbursements from 04/01/2023 through 04/30/2023 made by Trustee Rose Robertson and seconded by Trustee Alan Langstraat. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE,

**Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – Absent.
Motion carried.**

- 3. Memorial Bench Policy:** Board to review, discuss, and vote on revised bench policy. *Vice chair Una Tristan asked to add the family's phone number and Chairman Robert Allen asked to add their address as well.*

A motion to approve the new Bench Policy and add the changes requested was made by Vice chair Una Tristan and seconded by Trustee Rose Robertson. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE, Trustee Alfonso Caro – Absent. Motion carried.

- 4. Board of Directors:** District Policy regarding board member's responsibilities and roles. *Trustee Rose Robertson asked for this topic to be discussed. She suggested having an attorney attend the district's meetings to ensure the Brown Act is not being violated and to review the roles of individual board members. Vice chair Una Tristan spoke directly to Trustee Rose Robertson telling her that her comments to the board are accusatory and sound as if Trustee Robertson has a 'personal agenda.' Trustee Robertson asked about a workshop for Liability Insurance as well as on the Brown Act.*
- 5. Board of Directors Email:** Discussion on trustees having an email with the district domain. *Trustee Rose Robertson expressed that all board members should have an email provided by the district for district use only and that this is possibly a state law. Trustee Robertson expressed concern of violation of the Brown Act when board members choose to use their personal email. She would like to see that when the general manager sends communication via email, all board members are on that email. General manager explained to the board that this would expose the district to violate the Brown Act by creating a 'serial meeting,' which is why emails are sent to each individual board member, not a group email. Trustee Rose Robertson disagreed.*
- 6. 2023/2024 Draft Budget:** General Manager to present the draft budget for the upcoming fiscal year. *The general manager explained that some items were in orange because it is already anticipated that these amounts will increase. The general manager also pointed out that burial numbers are lower, which means less revenue. Budget to be presented at the next meeting for board approval.*

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

Burials as of 07/01/2022 – 4/30/2023: **157**

Plots Paid in full as of 07/01/2022: **193 (Pontem Count)**

Plots Available as of 04/30/2023: Floral – **2,618**, West – **551**

- **Blue Vacuum Repairs:** Purchased in September 2009, repairs totaled about \$2,080.00. *The brush and the motor along with other minor parts were replaced. Repairs made by grounds man Jesse Rodriguez.*
- **Memorial Day:** Program organized by the American Legion will begin at 10:00 am. *Partial grounds staff and I will be here to assist the American Legion. Grounds men did as much as they could being short staffed.*
- **Beer Monuments:** Change in niche cover price (now \$125); they will also be touching up the faded names on the old niches. *This company assists the district when benches are hit accidentally, or markers are damaged. I suggested they raise their engraving price since they had not done this in more than 5 years. The owner was hesitant, change was made, and the district has not received negative feedback by families.*
- **Break-ins at the District:** Two of our cemeteries were broken into. *The timer at the West Cemetery was stolen and left that cemetery without water for about a week. It took grounds supervisor Alvaro Salazar a while since they ripped it off the wall and all the connections had to be figured out again. A motor from a piece of equipment that was not operational was stolen from the North Cemetery. I contacted PD to ask that they patrol a little more over the next few weekends, especially at the Floral Cemetery.*
- **3rd of July:** We will be contacting the security company that came out last year to come back. *I plan on hiring Contemporary Services again this year for security during this event.*

8. Trustees' reports:

Trustee: **Robert Allen** - *Attended Legislative Days. Met with some reps and found out about funding that may be available to make some repairs or upgrades to our district.*

Trustee: **Alfonso Caro** - *Absent*

Trustee: **Alan Langstraat** - *He would like to know if it is possible to speak to Supervisor Buddy Mendez about reaching out to the other Supervisors about the cemetery expansion.*

Trustee: **Una Tristan** - *Attended Legislative Days. Brought back material she shared with the general manager. Pointed out that water was discussed quite a bit as well as the use of social media and campaign contributions (SB1439).*

Trustee: **Rose Robertson** - *Asked where we are on the Conditional Use permit, if any news had been received. Asked for general manager to reach out to the county planner.*

- 9. Adjournment:** *6:27 p.m. With no other discussion, motion to adjourn the meeting was made by Trustee Rose Robertson and seconded by Trustee Alan Langstraat.*

Respectfully submitted,



Sarai Ramirez

General Manager - recording secretary



Robert Allen - Chairman of the Board