

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday January 27, 2022 Consent Agenda
4:30p.m.**

Corrected Minutes

- 1. Call to Order: 4:30 pm**
- 2. Roll Call:** Chair: Robert Allen - Present
Vice-Chair: Una Tristan - Present
Trustee: Alan Langstraat - Present
Trustee: Alfonso Caro - Present
Trustee: Rose Robertson - Present
- 3. Staff Present:** General Manager: Sandi Miller Present
Interim General Manager: Sarai Ramirez – Present
- 4. New Board Member Welcome:** Rose Robertson
Chairman Robert Allen introduced new Trustee Rose Robertson and welcomed her.
- 5. Date of Next Board Meeting:** **The next meeting will be Thursday February 24, 2022**
- 6. Public Comment:** Members of the general public may address the Board of Trustees on any item on the agenda.

3 members of the public were present and choose not to give their names. And had no comments at this time.

CONSENT AGENDA:

1. Minutes: of the Thursday October 5, 2021, Regular Meeting of the Board of Trustees
2. Disbursements: 09/29/2021 through 12/31/2021

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

OLD BUSINESS: discussion/Action:

- 1. CUP (Conditional Use Permit)** GM Sandi Miller will report on this if there is anything new. *On Tuesday December 7th, I received an email from Thomas at the county asking questions about the number of graves in*

Phase one and phase two, how long they are expected to last. They also asked about the type of burial program we use, I informed them we would be using our Pontem program at the new cemetery as well. They did say we are going to have to do the road study and get a permit from the Water board as well. I answered all his questions and sent the revised papers back to him.

- 2. Sign for the North Cemetery:** Trustee Alan Langstraat has offered to make the sign, with the permission of the board. *The guys placed the sign and made sure it was level.*

NEW BUSINESS: Discussion/Action:

- 1. Special Accounting Form:** As in years past I will have the original at the meeting to be signed by board members. *. As you will remember we sign this every year at this time. GM Sandi Miller passed the signing sheet to the board and asked them to sign by their names. She will take to the County.*
- 2. Honorary Membership for Bob Hunt:** Please see attached letter for Bob Hunt, nominating him for Honorary Membership to CAPC. *GM Sandi Miller explained what Honorary Membership includes and answered the questions from the board.*

After Discussion: Vice-chair Una Tristan made the motion to nominate Bob Hunt for Honorary Membership to CAPC, Trustee Alan Langstraat seconded the motion. Motion carried.

- 3. LED Sign:** Trustee Alfonso Caro sent us the attached information on a LED Sign.
After Discussion: Trustee Alfonso Caro made a motion to research the cost for electricity and a cover for the sign. Trustee Rose Robertson seconded the motion. Vote: Chairman Robert Allen – AYE, Vice-Chair Una Tristan – AYE, Trustee Alan Langstraat, Trustee Alfonso Caro – AYE, Trustee Rose Robertson- AYE Motion carried.
- 4. CAPC Annual Conference:** Please see attached information on the conference. I will need to make your reservations so please decide before the meeting. *GM Sandi Miller reported that room and conference registrations have been made for Chairman Robert Allen, Vice-Chair Una Tristan, Trustee Rose Robertson, Administrative Assistant Sarai Ramirez, and GM Sandi Miller. She also reported that February 7th is the cut off if anyone needs to make changes.*

- 5. Closing the Gates:** We had a member of the public call and insisted that the district go back to closing the gates. *GM Sandi Miller reported that we have had 11 people request that they be closed and only one person say to keep open. Per the number of calls we have received. One of the keep them closed was an officer that spoke with Grounds Supervisor Alvaro Salazar.*

After Discussion: Trustee Alan Langstraat made a motion to keep the gates open. Vice-Chair Una Tristan seconded the motion. Vote: Chairman Robert Allen – AYE, Vice-Chair Una Tristan – AYE, Trustee Alan Langstraat, Trustee Alfonso Caro – AYE, Trustee Rose Robertson- AYE Motion carried.

6. Manager's report: General Manager: Sandi Miller

Burials as of 09/29/2021 – 12/31/2021: 119

Covid Burials as of 01/01/2021 – 12/31/2021: 63 (No longer being told if its Covid)

Pre-need Contracts: 18 Paid in full: 67

- **Report on CAPC Conference:** This was my first conference as President. I was pleased with myself in keeping up with all I had to do. *Announcing, running the mic and the many other items I had the responsibility of handling. The training that myself and the committee arranged.*
- **Report on CSDA Board Secretary Conference:** As a returning attendee I'm always surprised about the new things I learn each year. It's also a great opportunity to bring my skills to match the changing laws that we have faced the past 8 or so years. It's always a great opportunity to speak with other Board Secretaries and GM's and what they are facing. *I'm not sure why they have been changing and adding so many new laws. It seems like sometimes that they think we have nothing better to do than more paperwork. So, they sit around thinking of more reports for us to have to do.*
- **Chain link fence cut:** On Monday 11/29/2021, Grounds Supervisor Alvaro Salazar brought in picture where the fence between us and the school had been cut in 2 places. *D & g Fencing was called to do the repairs. I'm not sure if they were going to try and steal from us or the school. We had no alarms going off. It could simply be homeless looking to find a warmer place to spend the night. We do usually get one or two that sleep on the benches at the office. But they have never tried to get into the office.*

- **Audit:** On Wednesday November 11th, the staff of Adair and Evans came to the district to do their field work. *Things went quickly and they said that we were very organized this year. I will inform the board when they are ready to present their findings to the board.*
Trustee Rose Robertson requested copies of all bank statements and insurance documents.
- **Ramirez Stone:** We had a call from a member of the public about her son's stone, she was upset that the staff had gone over the stone and lifted one side of it. *The guys corrected this issue and she called again about a week later upset again that it was so dirty. The guys had been mowing that morning and had to stop due to a service. Stella Ramirez had come out before they had a chance to get back to mowing and blowing the grounds. The same thing happened to the stone that Mrs. Emerzian called about.*

Closed Session:

Personnel: Pursuant to California Government Code Section 54957.
Requested by General Manager

1. Reportable Action: **GM Sandi Miller will be retiring due to health on March 31, 2022. The GM Position was offered to and accepted by Sarai Ramirez, compensation to be decided between her and board. She will become Co-Manager on March 1, 2022. GM Sandi Miller and Co-Manager Sarai Ramirez will hire her replacement.**
2. **Trustees' reports:** Trustee: *Robert Allen – Talked about his retirement, not knowing what time or the day is. They are clearing things out of the house and have 20 boxes to donate to the Bethel home yard sale.*

Trustee: **Alfonso Caro** - Nothing

Trustee: **Alan Langstraat** – Nothing

Trustee: **Una Tristan** - Nothing

Trustee: **Rose Robertson** – *Talked about getting the community involved in different types of events to be held at the cemetery.*

3. Adjournment: 6:12pm

Respectfully submitted.



Sandi Miller

General Manager-recording secretary



Robert Allen - Chairman of the Board

