

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday February 24, 2022, Consent Agenda
4:30p.m.**

- 1. Call to Order: 4:35pm**
- 2. Roll Call:** Chair: Robert Allen - Present
Vice-Chair: Una Tristan - Present
Trustee: Alan Langstraat - Present
Trustee: Alfonso Caro - Absent
Trustee: Rose Robertson - Present
- 3. Staff Present:** General Manager: Sandi Miller - Present
Co-Manager: Sarai Ramirez - Present
- 4. Date of Next Board Meeting: **The next meeting will be Thursday March 24, 2022.****
- 5. Public Comment:** Members of the general public may address the Board of Trustees on any item on the agenda.

No members of the public present.

CONSENT AGENDA:

1. Minutes: of the Thursday January 27, 2021, Regular Meeting of the Board of Trustees

GM Sandi Miller handed out corrected minutes from January 27, 2021, due to error in vote. Trustee Rose Robertson had abstained from financials.

Motion to accept the Consent Agenda minutes as presented by Trustee Alan Langstraat and seconded by Vice-Chair Una Tristan.

VOTE: - Trustee Alan Langstraat – AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen – AYE. Vice-Chair Una Tristan – AYE, Trustee Rose Robertson – AYE. Motion carried.

2. Disbursements: 01/01/2022 through 01/31/2022

Motion to accept the Consent Agenda disbursements as presented by Trustee Rose Robertson and seconded by Trustee Alan Langstraat. VOTE: - Trustee Alan Langstraat – AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen – AYE. Vice-Chair Una Tristan – AYE, Trustee Rose Robertson – AYE. Motion carried.

OLD BUSINESS: discussion/Action:

1. **CUP (Conditional Use Permit)** GM Sandi Miller will report on this if there is anything new. *We should be receiving an approval or date from the planning department.*
2. **LED Sign:** Due to training and hiring there is no new update. *Nothing new to report at this time.*

NEW BUSINESS: Discussion/Action:

1. **Bank Account:** We need to add Trustee Rose Robertson to the General Checking account as a signer.

After discussion: Vice-chair Una Tristan made a motion to add Trustee Rose Robertson to the General Checking account as signer. Trustee Alan Langstraat seconded the motion. VOTE: Chair Robert Allen – AYE, Vice-chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro – ABSENT. Motion carried.

2. **Bank and other accounts:** We need to make the needed changes to all accounts for new Manager Sarai Ramirez to do her job.

After discussion: Trustee Alan Langstraat made the motion to remove General Manager from all accounts and add new General Manager Sarai Ramirez to all accounts. Motion seconded by Una Tristan. VOTE: Chair Robert Allen – AYE, Vice-chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro – ABSENT. Motion carried.

3. **AB 361: GM Sandi Miller to report.** Although we are not in a state of emergency the board needs to vote on this.

After discussion: Motion to meet in person made by Trustee Alan Langstraat and seconded by Trustee Rose Robertson. VOTE: Chair Robert Allen – AYE, Vice-chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro – ABSENT. Motion carried.

4. **Manager's report: General Manager: Sandi Miller**
Burials as of 07/01/2021 – 01/31/2022: 140

Covid Burials as of 01/01/2021 – 01/31/2022: 63 (No longer being told if its Covid)

Pre-need Contracts: 18 Paid in full: 81

- Backhoe: As reported we had a problem that is now fixed. *Cost of repairs by Fresno equipment was discussed. Additional problem that was discovered was fixed by grounds crew.*
- New Canopy: Our new canopy came in and the grounds crew put it together.
- New Executive Assistant: Mayra Lopez is our new Executive Assistant and will be taking Sarai's place. *Mayra Lopez started Feb. 1, 2022. She came from the chamber office, is bilingual and is doing great.*
- Management and staff Harassment: The staff took their 1 hour on Thursday February 10th and management on Thursday February 17th. *This is done every two years. Staff training is one hour, and management is two hours.*
- New A/C: Jacks came out as part of our service contract, to complete the bi-annual service on the unit.
- Bench: On 2/14/22 someone hit another bench. This is the 4th this FY. They just knocked it off the legs and staff repaired it. *The cemetery is not liable for damages but still has benches repaired.*
- Oleanders: Have been trimmed for the year. They always look rough for about a month or so and then fill in. *We try to get this done each January.*

Personnel: Pursuant to California Government Code Section 54957. (b) 1

Discussion on new General Manager pay and contract.

3. Reportable Action:

Trustee Rose Robertson made the motion to start new GM Sarai Ramirez at step 1 salary and to accrue vacation as follows: 15 vacation days yearly after third year of employment and 20 vacation days yearly after 10 years from original hire date, seconded by Alan Langstraat. VOTE: Chair Robert Allen – AYE, Vice-chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Roberson -AYE, Trustee Alfonso Caro – ABSENT. Motion carried.

Another motion was made by Una Tristan to pay out GM Sandi Miller two-week vacation upon retirement, seconded by Rose Robertson. VOTE: Chair Robert Allen – AYE, Vice-chair Una Tristan – AYE, Trustee Alan Langstraat – AYE, Trustee Rose Robertson – AYE, Trustee Alfonso Caro – ABSENT, Motion carried.

4. Trustees' reports: Trustee: **Robert Allen** Nothing

Trustee: **Alfonso Caro** Absent

Trustee: **Alan Langstraat** Nothing

Trustee: **Una Tristan** Nothing

Trustee: **Rose Robertson** *Received a call from the*

Knights of Columbus coming to the cemetery on May 21, 2022, at 7:30 am for about half hour on their motorcycles. She also requested a workshop for finances and insurance be scheduled for all board members.

5. Adjournment: 5:40pm

Respectfully submitted.



Sandi Miller

General Manager-recording secretary



Robert Allen - Chairman of the Board