

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

**Regular meeting**

**Thursday August 27, 2020    Consent Agenda 1  
4:30p.m.**

**1. Call to Order: 4:33pm**

- 2. Roll Call:**    Chair: Robert Allen - Present  
                    Vice-Chair: Una Tristan - Present  
                    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  
September 24, 2020 at 4:30pm.

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

**No members of the public at this meeting**

**CONSENT AGENDA:**

1. Minutes: of the Thursday June 25, 2020 Regular Meeting of the Board of Trustees
2. Disbursements: 6/01/2020 through 6/30/2020
3. Disbursements: 7/01/2020 through 7/31/2020

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

**OLD BUSINESS: discussion/Action:**

1. **Gates at Floral:** I have the estimate from D&G Fencing, please see attached. *I checked around with other Cemeteries that have gates, and this isn't a bad price. Per the Health Department we are to lock all gates and have staff at the main entrance to count the number of people attending the service and once 25 people not cars inter we are to shut the gate and not allow anyone else in. They have also said that if any service*

*gives us a hard time or does not follow the rules to call them and they will send someone out to help us.*

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

**2. Bids for Road repairs and Auditors:** The RFP have been out for some time. *This has been on our website, CSDA website, faxed and mailed to other vendors. To date no one has sent anything in except Adair and Evens. A/D last year \$13,900.00 I have had a call or 2 about the blacktop but no paperwork so far.*

**Motion to go with Adair and Evans for the audit by: Trustee Ron Baker Seconded by Trustee Alfonso Caro. Vote: Trustee Ron Baker - AYE-, - Vice-Chair Una Tristan AYE- Trustee Alan Langstraat - AYE Trustee Alfonso Caro- AYE. Chair Robert Allen - AYE. Motion carried.**

**Motion to change RFP for Road repairs to include all three cemeteries and rerun it by: Trustee Ron Baker Seconded by Trustee Alfonso Caro. Vote: Trustee Ron Baker - AYE-, - Vice-Chair Una Tristan AYE- Trustee Alan Langstraat - AYE Trustee Alfonso Caro- AYE. Chair Robert Allen - AYE. Motion carried.**

**NEW BUSINESS: Discussion/Action:**

**1. Bank of the Sierra:** We received a called from the Bank they needed a new contract signed, we had too many funds in our Account. *While on vacation Bank of the Sierra called to inform me, we had too much money in our account. This has never happened in my 13 years of being here. They wanted money moved to another bank or to sign a new contract. Since moving to another bank requires a board meeting, minutes, and approval to open the account and it is a rare occurrence, I contacted Chairman Robert Allen to go to the bank and sign the new contract. Our past contract was for 275,000 and is now 450,000.*

**Motion to ratify Chairman Robert Allen signing a new contract with Bank of the Sierra in the amount of \$450,000 by: Trustee Ron Baker Seconded by Trustee Alan Langstraat. Vote: Trustee Ron Baker - AYE-, - Vice-Chair Una Tristan AYE- Trustee Alan Langstraat - AYE Trustee Alfonso Caro- AYE. Chair Robert Allen - AYE. Motion carried.**

**2. CAPC Survey:** The board of CAPC would like the District Board Members input on meeting in person. *Our October conference has already been canceled and now we are trying to decide what to do about the March conference in San Diego, which is our annual. We do board elections, awards and the awards dinner at this conference and will need to cancel the hotel soon so the CAPC does not lose its deposits.*

**Action: Each Board member filled out a form and GM Sandi Miller will tally them and send the information to Carol at CAPC.**

**3. Manager's report:** Sandi Miller-General Manager: Report attached

Burials as of 6/01/2020 – 6/30/2020 – 174

Burials as of 7/01/2020 – 7/31/2020 – 21

COVID-19 Burials: 15

Pre-need Contracts: 11

Pre-needs Paid: 75 / 6

- Burials: We have been doing 6-9 services per week, our normal is 2-4. The grounds and office have been very busy. *I would just like the board to know that the staff inside and out are doing our best to stay on top of everything. We are so busy we are scheduling services 2 weeks out.*

**Motion to give each staff member a \$100.00 thank you for their hard work during these trying times and buy them lunch. by: Trustee Alan Langstraat Seconded by Trustee Ron Baker. Vote: Trustee Ron Baker - AYE-, – Vice-Chair Una Tristan AYE- Trustee Alan Langstraat – AYE Trustee Alfonso Caro- AYE. Chair Robert Allen – AYE. Motion carried.**

- Year End: The property tax funds were picked up and deposited into our general account. The files for 19/20 have been Boxed and prep started for audit. 20/21 Files have been set up and the new burial list is in the binder at the front desk. *Burial list at front desk binder, is a printout of all the burials in all 3 cemeteries in case the power is off, and we need to look up a family member.*

- Edging: I just wanted to remind the board that the edges did not get to start this year when they normally do because of Covid-19. Also, that we are unable to use the contracting companies that we have in the past due to the changing of laws and we the meaning of contract

labor. We are not allowed to use a contractor for any job our regular staff performs. Since the guys do (time permitting) edge during the winter once if not twice. *Then not long after starting Omar one of the edger's was exposed to Covid-19 and had to stay home until cleared. He was out almost a full month. They have been working hard to get caught up. Our regular staff have been extremely busy with burials and setting of stones and were unable to help with the edging.*

- Ad for New Grounds Man: The ad has been placed and is running for 4 weeks, we have placed it on our website as well. The closing date to apply is August 30<sup>th</sup>, 2020. Due to Covid-19, we have made it possible to download the application, job description and pay scale online. They have the option of printing and making an appointment to drop it off or they can attach either their resume or the application of both and it will be submitted to our email. *As of 8/3/2020 I have only received 3 applications. Both edger's applied and a part time person from the Parlier Cemetery. Unless we receive an application from a Board members family member or anyone else connected to the cemetery, Grounds Supervisor Alvaro Salazar and GM Sandi Miller will do the interviews. Should we receive an application from a Board members family member GM Sandi Miller will contact Rayna at the City for an out-side/ 3<sup>rd</sup> person interview panel.*
- Headstone Problem: Back when Allen was working here, he took a setting fee from a family member, apparently, he didn't look up the owner of the grave to make sure this person had permission to place the stone. The stone came in and was set. 8 years later the owner of the grave comes to visit the grave and sees the stone, so she called the office. She wanted to know how the stone got set there when she had not given her permission. Sarai and I looked up what happened and we both spoken with her more than once. We have not heard back from her in over a month. *During my last conversation with her, I asked her what I could do to make this right for her and apologized over and over. She was going to think about it and get back to me. She called while I was on vacation, so I had Sarai call her back to see if she had decided, Sarai left a message, but she has not called back.*
- Covid-19 Rules: Due to some families not remembering being told the rules for burials during the Stay Home Stay Safe, we have created a form that they must sign about the rules. Families and the office have a copy of the signed document. *GM Sandi Miller explained the process*

*for Direct Burials, because some funeral home owners have started doing this. We have been giving families other options for after the burial , while still keeping the staff safe.*

- Non-Volunteer: We have a gentleman that takes care of a few graves for his friends. There has been some confusion as to him being a volunteer here. I inform the families that call me that he is not an employee or volunteer of the district and that if they allow him to clean or do anything to their grave, we are not responsible for any damage. We had a problem with him and 2 staff members last week, but I think it is under control. *He and asked 2staff members to borrow \$50.00 from them. They had told him no, he got mad and filed a complaint against them for being mean. I spoke to the staff and had planned to speak to him, but he told Alvaro he was leaving and would not be here the rest of this week. This happened on Thursday July 30<sup>th</sup>. Over the weekend he went to the gas station we use and told the employee there that these 2 employees trapped him and made him cry. This did not happen. The employee of the station knows one of our employee's and told him about this.*
- Brown Act Class: On Tuesday August 4<sup>th</sup>, Ron, Una and I joined the zoom training on the Brown Act. *I found it interesting and even though I have had the class a few times before, you will always learn something new. The certificates for the training will help with our RAMP program through our insurance and increase our discount. The certificates should be in by the board meeting or soon after.*
- My Vacation: I went to my kids place in Oregon and had a great time. Though I only got to go hiking once, we did go to the coast for the day and I played with my Grandson and great Grandson in the ocean. I also got to see my very first baby ultrasound which was very exciting.

**4. Personnel: Pursuant to California Government Code Section 54957.**  
**(b) 1** Review of General Manager's contract for renewal.

**5. Reportable action: Motion to approve the new contract for GM Sandi Miller by Trustee Alan Langstraat, Seconded by Trustee Ron Baker- Motion Carried.**

**6. Trustees' reports:** Trustee: **Robert Allen:** *Just want the staff to know they are doing a great job.*

Trustee: **Alfonso Caro**- *Would like to see bids to place a digital sign at the main entrance to post flower pickup dates and upcoming funerals. After discussing the cost for these signs, it was decided that GM Sandi Miller will do some research and place this item on the next agenda.*

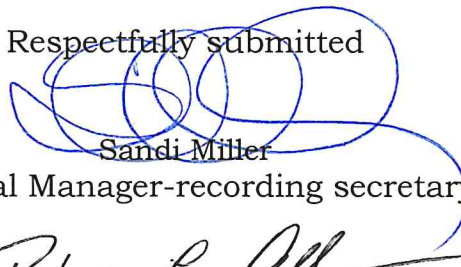
Trustee: **Ron Baker**- Nothing

Trustee: **Alan Langstraat** – Nothing

Trustee: **Una Tristan** – Nothing

**7. Adjournment: 5:29pm**

Respectfully submitted



Sandi Miller

General Manager-recording secretary



Robert Allen - Chairman of the Board