

**Regular Meeting of the
BOARD OF TRUSTEES
Thursday, June 23, 2022
4:30 p.m.**

Consent Agenda

AGENDA

- 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
- Staff Present:** General Manager: Sarai Ramirez - Present
Executive Assistant: Mayra Lopez – Present
Grounds Supervisor: Alvaro Salazar - Present

Date of Next Board Meeting: **The next meeting will be Thursday, July 28, 2022.**

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

Mayor Scott Robertson present. Informed the district that the school board has voted no on all Selma districts meeting in one forum.

CONSENT AGENDA:

All items on the consent agenda are to be routine and non-controversial. However, if discussion is required, the item will be removed from the consent agenda and will be discussed after the consent agenda is approved.

1. Minutes: of the Thursday, May 26, 2022, Regular Meeting of the Board of Trustees.

Motion to accept Minutes of the Thursday, May 26, 2022 Regular Meeting made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chairman Robert Allen: AYE, Vice chair Una Tristan: AYE, Trustee Rose Robertson: AYE, Trustee Alfonso Caro: AYE, Trustee Alan Langstraat: AYE

2. Disbursements: 05/01/2022 through 05/31/2022
Item moved to regular agenda for discussion at request of Trustee Rose Robertson.

OLD BUSINESS: Discussion/Action:

1. **CUP (Conditional Use Permit)** GM Sarai Ramirez will report on this. *Jeremy Shaw has been assigned our CUP at the planning department. General Manager Sarai Ramirez reached out to him regarding concerns about our current Operational Statement and the Trip Generation Study received from JLB Traffic Engineering. Revisions were made the Operational Statement. JLB is working on revising his study. Per Jeremy, our site plan needs revision as well. Paul Saito, landscape architect, is aware and will be making revisions.*
2. **LED Sign:** GM Sarai Ramirez will report on this. *Quote that was turned in by Fast Signs was higher than expected. After discussion by the board, this item will be reviewed every two months. There was discussion on updating current signs at entrances of the cemetery before committing to the LED Sign.*
3. **Budget FY 2022/2023:** Please see attached budget for fiscal year 2022/2023. *Budget includes a 3% raise for all staff and adding an additional grounds person. Numbers on certain items expected to go up do to cost increases on gas and laundry and telephone for new staff person.*
After discussion, motion to accept the Budget for Fiscal Year 2022/2023 made by Trustee Alan Langstraat and seconded by Vice chair Una Tristan. Vote: Chairman Robert Allen: AYE, Vice chair Una Tristan: AYE, Trustee Alfonso Caro: AYE, Trustee Alan Langstraat: AYE, Trustee Rose Robertson: AYE

NEW BUSINESS: Discussion/Action:

1. **Disbursements: 05/01/2022 through 05/31/2022**
Trustee Rose Robertson had questions regarding some items on the disbursements.
After discussion, motion to accept the Disbursements of 05/01/2022 through 05/31/2022 made by Trustee Alfonso Caro and seconded by Trustee Rose Robertson. Vote: Chairman Robert Allen: AYE, Vice chair Una Tristan: AYE, Trustee Alan Langstraat: AYE, Trustee Alfonso Caro: AYE, Trustee Rose Robertson: AYE
2. **Local Agency Biennial Notice:** Review of the COI Codes. See attached. *There are currently no changes to the number of our board members or general manager.*
Motion to accept and sign the notice made by Vice chair Una Tristan and seconded by Trustee Rose Robertson. Vote: Chairman Robert Allen: AYE, Vice chair Una Tristan: AYE, Trustee Alfonso Caro: AYE, Trustee: Alan Langstraat: AYE, Trustee Rose Robertson: AYE

- 3. Special District Data Sheet:** Sheet must be updated and signed by all board members. Previous General Manager, Sandi Miller, needs to be removed.

Motion to accept the revised Data Sheet 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 Alfonso Caro: AYE, Trustee Allan Langstraat: AYE

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

Burials as of 07/01/2021 – 05/31/2022: 215

Pre-need Contracts: 21 Paid in full: 137

- **3rd of July:** Contemporary Services has been contracted for security. *Their quote was for \$812.50 for four security guards to be at Floral Cemetery from 4pm to 10:30pm. They have a list of items we do not allow and will enforce them.*
 - **Memorial Day:** American Legion Post 12 service. *We had positive feedback from attendees as far as the way the grounds looked. Board was informed of member of the public who threatened to sue for taking down his father's flag from his grave.*
 - **Transparency Certificate:** Renewal of our district's transparency certificate. *Our current Transparency Certificate is set to expire in June 2023. I have the application and items I need to send to them. I will inform the board when this is complete and sent out.*
 - **Mausoleum at West:** Repairs needed; building needs to be painted. *There seems to be water damage to the side of the building. The grounds crew will be making repairs.*
- 5. Trustees' reports:** Trustee: **Robert Allen:** *Sexual harassment training via zoom, along with Vice chair Una Tristan. Chairman inquired about using some of the area behind the oleanders for burials.*

Trustee: **Alfonso Caro:** *Nothing at this time.*

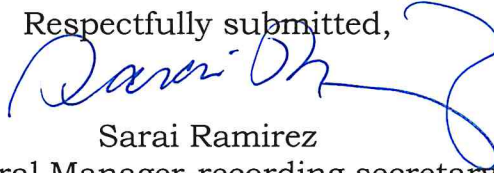
Trustee: **Alan Langstraat:** *He is very pleased with the customer service he received from our office staff and Beer Monuments.*

Trustee: **Una Tristan:** *Nothing at this time.*

Trustee: **Rose Robertson:** *Trustee asked the board if we have an AD HOC Committee and asked who does the interviews for new hires. Chairman Robert Allen answered we do not have an AD HOC and board members are assigned for interviews along with general manager.*

6. Adjournment: 5:40pm

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sarai Ramirez", with a large, stylized flourish extending to the right.

Sarai Ramirez
General Manager-recording secretary

A handwritten signature in blue ink, appearing to read "Robert Allen", with a stylized flourish.

Robert Allen - Chairman of the Board