

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

Thursday June 24, 2021 Consent Agenda 1

1. Call to Order: 4:30pm

- 2. Roll Call:** Chair: Robert Allen - Present
Vice-Chair: Una Tristan - Present
Trustee: Ron Baker - Present
Trustee: Alan Langstraat - Present
Trustee: Alfonso Caro - Absent

Staff Present: General Manager: Sandi Miller - Present

Date of Next Board Meeting: **The next meeting will be Thursday July 22, 2021.**

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

No public present at this meeting

CONSENT AGENDA:

1. Minutes: of the Thursday May 27, 2021 Regular Meeting of the Board of Trustees
2. Disbursements: 05/01/2021 through 05/31/2021

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

OLD BUSINESS: discussion/Action:

1. **2021/2022 Budget:** GM Sandi Miller reported that the only thing that changed is the actual numbers for this year. The rest of the projected budget was left the same as presented at the May meeting. The actual will change one more time at the end of June to the final numbers.

Motion to accept the 2021/2022 Budget as presented by Trustee Ron Baker, Second by Vice-Chair Una Tristan. Vote: - - Trustee Ron Baker - AYE, - Trustee Alan Langstraat - AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen - AYE. Vice-Chair Una Tristan - AYE Motion carried.

NEW BUSINESS: Discussion/Action:

1. **Visits with neighbors at the Bethel Property:** Trustee Alan Langstraat will report on this. *Trustee Alan Langstraat reported that he and GM Sandi Miller visited 6 or 7 homes around our property on Bethel. No one seemed to be in opposition to the Bethel property becoming a cemetery at that time. Since the visit, GM Sandi Miller received a call from Mr. Morita, he along with his sister and Mr. King had originally opposed the property becoming a cemetery, he is still in opposition.*
 - a. **After Discussion it was decided that:**
 - *A letter would be generated and taken back to the neighbors and ask them to sign it in sport of the district moving forward with the new cemetery.*
 - *Trustee Alan Langstraat and GM Sandi Miller would report to Supervisor Buddy Mendez, that they had done as he asked and visited the neighbors.*
2. **RMAP Funds:** We have received our award letter for the RMAP refund. We will be receiving \$2,174.27 in mid-June.

3. **Nomination for Honorary Membership:** CAPC has had many requests for nomination of Honorary Membership. We have 2 more. Belva Bare of Madera Cemetery and Doris Goodrich of Solano Cemetery. Some of you know Belva and possibly Doris. Please see attached letters for more information. *GM Sandi Miller, told the board some about each of the applicant and answered their questions.*

Motion to approve support of Belva Bare, doris Goodrich for honorary Membership to CAPC by Trustee Ron Baker, Second by Trustee Alan Langstraat. Vote: - - Trustee Ron Baker - AYE, - Trustee Alan Langstraat - AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen - AYE. Vice-Chair Una Tristan - AYE Motion carried.

4. **Re-election:** GM Sandi Miller is up for re-election to the CAPC Board, in March 2022. It will be a 2-year term, the paperwork is attached.

Motion to approve GM Sandi Miller to run for another 2 year term with CAPC by Vice-Chair Una Tristan , Second by Trustee Ron Baker. Vote: - - Trustee Ron Baker - AYE, - Trustee Alan Langstraat - AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen - AYE. Vice-Chair Una Tristan - AYE Motion carried.

9. Ratify purchase / install of new A/C at District office: On Friday 6/5 the a/c went out at the district office. After a week we got the bids and went with Jacks. On Saturday 6/12 they started install the new unit, after getting permission from Chairman Robert Allen. *GM Sandi Miller reported that Jacks had anywhere from 3-7 guys here on Saturday June 12th, we were here from 7am-5:30 pm. They ran into a problem with the ducking, it ran in a S shape; instead of going straight to the proper location. They had to pull it and run it the proper way so that unit would run more efficient, and the unit will last longer.*

Motion to ratify and approve the purchase of the new A/C unit for the office building at Floral Cemetery by Trustee Ron Baker , Second by Trustee Alan Langstraat. Vote: - - Trustee Ron Baker - AYE, - Trustee Alan Langstraat – AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen – AYE. Vice-Chair Una Tristan – AYE Motion carried.

10. Manager's report: Sandi Miller-General Manager:

Burials as of 07/01/2020 – 05/31/2021: 225

Covid Burials as of 01/01/2021 – 05/31/2021: 62 (no change)

Pre-need Contracts: 20

- **Records Request for all burial records:** Several cemeteries have gotten this request from the same person. We have a Records Request Policy, so I figured out the cost and sent the amount to him. He then removed his request. *Several cemeteries have gotten the request from the same person. A few checked him out and he apparently sells the information. I did not expect the request to come to us because ours are online. But the program was going to make him download the information one file at a time, I gave him the cost and he canceled his request.*
- **July Third and Fourth:** We will be locking the gates for the 3rd and 4th of July. The staff will lock the gates as we leave on Friday. We will be closed the 5th as the 4th is a holiday for staff and is on a Sunday. *Per our handbook if a paid holiday falls on the weekend we are either off Saturday or Sunday. I choose Monday because the guys like to be off the next day after the 4th, because they start work at 6:30am, and it does not get dark until after 8, they miss the fireworks with their families.*

- **Families:** We are getting reports of families having large gatherings on the weekends and after hours. I will report more on this at the meeting.
Families are coming in very large groups, with BBQ's and ice chests, after hours and on the weekends. We will not be closing the gates at this time.
- **Services:** Our services are picking up again. We had 2 weeks of the normal numbers and now the numbers are going up gain. No COVID-19 yet.

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

Reportable action: Motion to approve GM Sandi Miller's contract for 4 more years, by Vice-Chair Una Tristan and Seconded by Trustee Alan Lanstraat. Vote: - Trustee Ron Baker - AYE, - Trustee Alan Langstraat - AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen - AYE. Vice-Chair Una Tristan - AYE Motion carried. Chairman Robert Allen and GM Sandi Miller signed the contract.

6. Trustees' reports: Trustee: **Robert Allen** – Shared the flyer for June 26th dedication of the Veterans Statues and the 3rd of July fireworks celebration.

Trustee: **Alfonso Caro** - Absent
Trustee: **Ron Baker** - Nothing
Trustee: **Alan Langstraat** Nothing -
Trustee: **Una Tristan** – Nothing

7. Adjournment: 5:28pm

Respectfully submitted.


Sandi Miller

General Manager-recording secretary



Robert Allen - Chairman of the Board