

**SELMA CEMETERY DISTRICT**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, August 24, 2023, Consent Agenda I**  
**4:30 p.m.**

**MINUTES**

1. **Call to Order:** 4:30 p.m.
2. **Roll Call:** Chair: Robert Allen – *Present via phone*  
Vice-Chair: Una Tristan - *Present*  
Trustee: Alan Langstraat - *Present*  
Trustee: Rose Robertson - *Present*  
Trustee:  
**Staff Present:** General Manager: Sarai Ramirez - *Present*  
Grounds Supervisor: Jesse Rodriguez - *Present*

**Date of Next Board Meeting:** **The date of the next board meeting will be Tuesday, September 19, 2023, due to a scheduling conflict.**

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

*Scott Robertson present, no comment made.*

*Marta Catano addressed the board about a new employee who picked up her cross from the grounds and noticed others were not picked up. She was informed that her cross was too tall for district regulations, which was her concern as she stated the others that were not picked up were just as tall, if not taller. She informed the board she would like for the staff to be 'fair' or the same with everyone. She had been explained that the employee may not have had time to pick up the rest or did not see them. Revision of the district's Flower Policy to be added to the next regular meeting.*

**CONSENT AGENDA:**

1. Minutes of the Tuesday, July 11, 2023, Special Meeting of the Board of Trustees.  
Minutes of the Thursday, July 13, 2023, Special Meeting of the Board of Trustees.  
Minutes of the Thursday, July 27, 2023, Special Meeting of the Board of Trustees.  
Minutes of the Thursday, July 27, 2023, Regular Meeting of the Board of Trustees.  
*Item removed to the regular agenda for discussion at the request of Trustee Rose Robertson.*

2. Disbursements: 07/01/2023 through 07/31/2023  
*Item moved to the regular agenda for discussion at the request of Trustee Rose Robertson.*

**OLD BUSINESS: Discussion/Action:**

**NEW BUSINESS: Discussion/Action:**

1. Minutes of the Tuesday, July 11, 2023, Special Meeting of the Board of Trustees.  
Minutes of the Thursday, July 13, 2023, Special Meeting of the Board of Trustees.  
Minutes of the Thursday, July 27, 2023, Special Meeting of the Board of Trustees.  
Minutes of the Thursday, July 27, 2023, Regular Meeting of the Board of Trustees.  
*Trustee Rose Robertson requested to have the title of the OSHA Report mentioned in the July 27, 2023, Regular Meeting emailed.*  
**Motion to accept the minutes as presented made by Trustee Alan Langstraat and seconded by Chairman Robert Allen. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.**
2. Disbursements: 07/01/2023 through 07/31/2023  
*Trustee Rose Robertson asked if check #13090 to GSRMA is yearly and what payment was for. General Manager explained that it is a yearly payment, and it is for the district's general liability, worker's compensation, auto insurance; check #13076 for Adair and Evans: yearly and for fiscal year audit. Trustee Rose Robertson asked if check #13089 and 13108 made to Fishman, Larsen, Callister was for accounting. The General Manager explained that QuickBooks has 'Legal and Accounting' under the same category, however, that law practice only handles the district's legal affairs and that's what they were paid for.*  
**Motion to accept the disbursements as presented made by Trustee Rose Robertson and seconded by Chairman Robert Allen. Vote: Chairman Robert Allen – AYE, Vice chair Una Tristan – AYE, Trustee Rose Robertson – AYE, Trustee Alan Langstraat – AYE. Motion carried.**

### **3. Manager's Report: General Manager Sarai Ramirez**

Burials as of 07/01/2023 – 07/31/2023: **8**

Plots Paid in full as of 07/01/2023: **9**

Plots Available as of 07/31/2023: Floral – **2,599**, West – **551(Pontem Count)**

- **CAPC Education Seminar:** Date of this conference will be October 6 & 7, 2023. *The general manager asked the board to let her know if anyone else will be attending. Cutoff date for registration is September 15, 2023.*
- **Supervisor Position:** Jesse Rodriguez will fill this position. *This position was offered to Mr. Rodriguez. He had received training already and temporarily filled it when the previous supervisor was ill or on vacation. He has overseen the grounds for a month now, and the appearance of the grounds speaks to his ability to hold this position. Chairman Robert Allen reiterated that Jesse Rodriguez will be on a 90-day probation at this position and Trustee Rose Robertson asked if he is being compensated for the change in position.*

### **4. Trustees' reports:**

Trustee: **Robert Allen** – *Informed the board of the passing of Stan Riggs, past member of the district's board. A consensus was made that the district will make a charity contribution in his honor.*

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

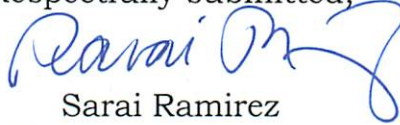
Trustee: **Alan Langstraat** – *Trustee ran into a district employee from the past who recognized him. Mr. Langstraat wished Jesse Rodriguez the best in his new position.*

Trustee: **Rose Robertson** – *Trustee inquired about an update on the Conditional Use Permit. The general manager informed the board that she did reach out to the planner at the county, but no updates were provided. The trustee also asked that the district have a meeting with Stifel on the investment accounts.*

Trustee:

**5. Adjournment:** 4:58 p.m. *With no other discussion, the meeting adjourned.*

Respectfully submitted,



Sarai Ramirez

General Manager - recording secretary



Una Tristan – Vice Chair of the Board