

**SELMA CEMETERY DISTRICT**

2430 Floral Ave. /P.O. Box 1383 Selma, CA 93662  
\*(559)896-2412\*Fax (559)896-3349\*Email: selmacem1@yahoo.com

**Regular Meeting of the  
BOARD OF TRUSTEES  
Thursday August 26, 2021  
4:30p.m.**

**AGENDA**

**1. Call to Order:**

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

**Staff Present:** General Manager: Sandi Miller

**Date of Next Board Meeting: The next meeting will be  
Thursday September 23, 2021.**

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

Please be advised, the Brown Act prohibits action on items that are not listed on the agenda, or properly added to the agenda under the provisions of the Brown Act. The Board may set such items for consideration at some future Board meeting. Members of the general public may address the Board. Please observe a time limit of five (5) minutes pursuant to Government Code Section 54954.3(b)

**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 July 22, 2021 Regular Meeting of the Board of Trustees
2. Disbursements: 07/01/2021 through 07/31/2021

**OLD BUSINESS: discussion/Action:**

1. **ADT at Rental House:** Discussion on keeping or discontinuing the service. GM Sandi Miller to report on the status of the alarm.
2. **Grounds Supervisor's Truck:** We are still looking for a truck to replace the old one. GM Sandi Miller will give updates at the meeting.
3. **CAPC Education Seminar:** Registration and Hotel arrangements have been made.

**NEW BUSINESS: Discussion/Action:**

1. **CUP (Conditional Use Permit)** Discussion on meeting with Supervisor Mendez and paper work.
2. **GSRMA RMAP Program:** We have received the paperwork for this program and changes they made to it.

**3. Manager's report: General Manager: Sandi Miller**

- 4. Trustees' reports:** Trustee: **Robert Allen**  
Trustee: **Alfonso Caro**  
Trustee:  
Trustee: **Alan Langstraat**  
Trustee: **Una Tristan**

**5. Adjournment:**

**General Manager: Sandi Miller**

Burials as of 07/01/2021 – 07/31/2021: 18

Covid Burials as of 01/01/2021 – 07/31/2021: 62 (no change)

Pre-need Contracts: 18                      Paid in full: 8 Need to update

- Ron Baker: I contacted Kelley at the Board of supervisor's office about what needed to be filed. She sent me the papers, to report his leaving the board.
- New Board Member: We received an application from Karen Foster for board member. I took it to the county and gave it to Buddy Mendez assistant.
- Computer/Internet Issues: For the past 2 years my systems would lose its connection to the internet often. I spoke to Joey about this, and he suggested hard wiring it to the front desk server.
- Camera's: We started having trouble with the cameras at the shop. I called Sebastian to come fix them. They came on 8/6 and back on 8/9 to do the repairs. They are fixed and running faster now.

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

**Regular meeting**

**Thursday July 22, 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  
                     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 August 26, 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 June 24, 2021 Regular Meeting of the Board of Trustees
2. Disbursements: 06/01/2021 through 06/30/2021

***Motion to accept the Consent Agenda as presented by Vice-Chair Una Tristan, Second by Trustee Alan Langstraat. Vote: - 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:** Final Budget, please see attached. *GM Sandi Miller reported that the only changes made were to the final numbers from closing the year. That the board approved the budget at the June meeting, and she had sent the budget to the County on time.*

**NEW BUSINESS: Discussion/Action:**

1. **Adair & Evans:** Review and approval of contract for audit. *After reviewing the contract, the board voted and approved the contract.*

***Motion to accept the Adair & Evans contract as presented by, Trustee Alan Langstraat , Second by Vice-Chair Una Tristan. Vote: - Trustee Alan Langstraat – AYE Trustee Alfonso Caro- ABSENT. Chair Robert Allen – AYE. Vice-Chair Una Tristan – AYE Motion carried.***

2. **ADT at Rental House:** Discussion on keeping or discontinuing the service. Current tenants are not using the service. *After discussion the board requested that GM Sandi Miller check with our insurance company about possible liability for the district if we do not have the alarm, also to check with Sebastian about the cost to change from ADT to Sebastian.*
3. **Grounds Supervisor's Truck:** We are currently looking for a truck to replace the old one. GM Sandi Miller will give updates at the meeting. *GM Sandi Miller reported that they are still looking for a truck and it could take a while. Most of the trucks coming in have a lot of extras that we do not need. There is also the problem of a shortage of computer chips for cars/trucks which is making it hard*

*to find one. The prices are also up because of the chip shortage and fewer trucks being made.*

- 4. CAPC Education Seminar:** October 8-9<sup>th</sup>, Please see attached information and let GM Sandi Miller know if you will be attending so she can get hotel reservations. *GM Sandi Miller reported that Chairman Robert Allen will be running the Trustee breakout session at this conference. He will be attending. Vice Chair Una Tristan is unable to attend as well as Trustee Alan Langstraat. Chairman Robert Allen thought that this would be a good time to have Sarai Ramirez to start attending CAPC conferences. GM Sandi Miller will make arrangements with Grounds Supervisor to cover the office and make arrangements for the three of them to attend.*

**5. Manager's report: General Manager: Sandi Miller**

Burials as of 07/01/2020 – 06/30/2021: 243

Covid Burials as of 01/01/2021 – 06/30/2021: 62 (no change)

Pre-need Contracts: 23

- GM Conference: I attended the GM Conference at Squaw Creek Resort; this was the first since COVID -19. We had great speakers and new material. I will report more at the meeting. *One of our guest speakers talked on Covid past present and future, what will it look like. Another speaker spoke on time management and goal setting. She gave her workbook for free and the instruction book to download. I got one for Sarai and one for myself.*
- CSDA Local Chapter: At our Zoom Board meeting on Tuesday July 13<sup>th</sup>, I was voted Chair of the Chapter. We are hoping that now that things have opened more, we can get back to holding some local trainings.
- End of Year: Files have been changed out and new ones in place. The County funds have been collected and deposited.

- 6. Trustees' reports:** Trustee: **Robert Allen** – Reported that he had spoken with Supervisor Buddy Mendez about Ron Bakers passing and appointing a new board member. We need to find someone and have them get their application in to the County.

Trustee: **Alfonso Caro - Absent**

Trustee: **Ron Baker** -

Trustee: **Alan Langstraat** - **Nothing**

Trustee: **Una Tristan** – Asked if we are working on getting an appointment with Supervisor Buddy Mendez about the property? GM Sandi Miller reported that she had left a message for his assistant to call her back, that we wanted to inform him we have completed the items he wanted us to before applying for the CUP again. She will let the board know when her and Trustee Alan Langstraat will be meeting with him.

**7. Adjournment: 5:10pm**

Respectfully submitted.

Sandi Miller  
General Manager-recording secretary

Robert Allen - Chairman of the Board

SELMA CEMETERY DISTRICT

8/20/2021 7:33 AM

Register: CASH AND CASH EQUIVALENTS:BANK OF SIERRA GENERAL ACCT

From 07/01/2021 through 07/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/02/2021			-split-	Deposit		X	8,631.27	58,311.78
07/06/2021			Undeposited Funds	Deposit		X	3,732.95	62,044.73
07/06/2021		BANK OF THE SIE...	CREDIT CARD FEES	LEASE PMT	34.69	X		62,010.04
07/06/2021	12311	ADT	PROPERTY	BETHEL HOU...	58.83	X		61,951.21
07/06/2021	12312	ALHAMBRA	OTHER (SALES TAX,...	#28511495086...	128.77	X		61,822.44
07/06/2021	12313	AT&T U-VERSE	UTILITIES	ACCT# 13282...	84.20	X		61,738.24
07/06/2021	12314	B.E.S.T	SALARIES & EMPLO...	CUST# 335940	314.30	X		61,423.94
07/06/2021	12315	BLUE SHIELD OF ...	SALARIES & EMPLO...	INV# 2116500...	122.06	X		61,301.88
07/06/2021	12316	CALIFORNIA BUSI...	OFFICE SUPPLIES	INV# 275087	142.05	X		61,159.83
07/06/2021	12317	CALIFORNIA WAT...	UTILITIES	ACCT# 67669...	217.39	X		60,942.44
07/06/2021	12318	FISHMAN LARSEN...	LEGAL & ACCOUNT...	INV# 0628202...	25.00	X		60,917.44
07/06/2021	12319	NELSON'S ACE HA...	REPAIRS & MAINT...	ACCT# 62412	422.94	X		60,494.50
07/06/2021	12320	PG&E	-split-		253.13	X		60,241.37
07/06/2021	12321	SEBASTIAN	MISCELLANEOUS E...	INV# 10664454	99.98	X		60,141.39
07/06/2021	12322	SPRINT	TELEPHONE	INV#8551483...	380.08	X		59,761.31
07/06/2021	12323	STREAMLINE	MISCELLANEOUS	INV# DD20C2...	100.00	X		59,661.31
07/06/2021	12324	WASTE MANAGE...	UTILITIES	CUST#17-267...	303.01	X		59,358.30
07/06/2021	12325	WASTE MANAGE...	UTILITIES	CUST#18-096...	167.65	X		59,190.65
07/06/2021	41346936	EFTPS	-split-	94-6001275	4,158.14	X		55,032.51
07/06/2021	0186937...	EDD	-split-	925-0055-2	684.18	X		54,348.33
07/06/2021	1001888...	CALPERS	SALARIES & EMPLO...		5,877.06	X		48,471.27
07/06/2021	1001888...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	2,104.33	X		46,366.94
07/06/2021	1001888...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	1,508.56	X		44,858.38
07/06/2021	1001888...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	884.65	X		43,973.73
07/06/2021	1001888...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	60.75	X		43,912.98
07/07/2021			Undeposited Funds	Deposit		X	1,630.00	45,542.98
07/08/2021			-split-	Deposit		X	2,609.03	48,152.01
07/09/2021			-split-	Deposit		X	329.67	48,481.68
07/12/2021	650264975	SELMA CEMETER...	CASH AND CASH E...			X	249,500.00	297,981.68
07/12/2021		BANK OF THE SIE...	CREDIT CARD FEES		1,523.73	X		296,457.95
07/13/2021			Undeposited Funds	Deposit		X	1,454.03	297,911.98
07/14/2021			-split-	Deposit		X	4,994.31	302,906.29
07/14/2021		QuickBooks Payroll ...	-split-	Created by Pay...	10,309.37	X		292,596.92
07/15/2021	12326	JOSHUA D WHITE	-split-		812.09	X		291,784.83
07/15/2021	12327	UVALDO HINOJOS...	-split-		1,006.04	X		290,778.79
07/15/2021	12328	AMERICAN HOME...	PROPERTY	INV# 2951143...	731.88	X		290,046.91
07/15/2021	12329	AMERIPRIDE	-split-	STMT# 15050...	552.26	X		289,494.65
07/15/2021	12330	AT&T	TELEPHONE	ACCT# 559 89...	640.68	X		288,853.97
07/15/2021	12331	GOLDEN STATE RI...	INSURANCE	INV# GS2107...	34,633.00	X		254,220.97
07/15/2021	12332	NAPA AUTO PART...	REPAIRS & MAINT...	ACCT# 26200	166.75	X		254,054.22

SELMA CEMETERY DISTRICT

8/20/2021 7:33 AM

Register: CASH AND CASH EQUIVALENTS:BANK OF SIERRA GENERAL ACCT

From 07/01/2021 through 07/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/15/2021	12333	PG&E	UTILITIES	ACCT# 33142...	2,168.79	X		251,885.43
07/15/2021	12334	PONTEM SOFTWA...	OTHER (SALES TAX,...	INV# 00010005	1,300.00	X		250,585.43
07/15/2021	12335	UNITED STATES P...	OFFICE SUPPLIES	PO BOX 1383	76.00	X		250,509.43
07/15/2021	12336	WEX BANK	GASOLINE & OIL	ACCT# 04960...	783.22	X		249,726.21
07/15/2021	94209732	EFTPS	-split-	94-6001275	4,409.82	X		245,316.39
07/15/2021	1001895...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	1,521.51	X		243,794.88
07/15/2021	1001898...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	923.76	X		242,871.12
07/15/2021	2035071...	EDD	-split-	925-0055-2	740.03	X		242,131.09
07/15/2021	DD1458	ALVARO L SALAZ...	-split-	Direct Deposit		X		242,131.09
07/15/2021	DD1459	BRADLEY A RAIN...	-split-	Direct Deposit		X		242,131.09
07/15/2021	DD1460	JESSE RODRIGUEZ	-split-	Direct Deposit		X		242,131.09
07/15/2021	DD1461	JOSEPH L CARLSON	-split-	Direct Deposit		X		242,131.09
07/15/2021	DD1462	OMAR D ROCHA	-split-	Direct Deposit		X		242,131.09
07/15/2021	DD1463	SANDRA L. MILLER	-split-	Direct Deposit		X		242,131.09
07/15/2021	DD1464	SARAI RAMIREZ	-split-	Direct Deposit		X		242,131.09
07/16/2021			-split-	Deposit		X	2,569.41	244,700.50
07/19/2021			Undeposited Funds	Deposit		X	955.00	245,655.50
07/20/2021			-split-	Deposit		X	4,597.36	250,252.86
07/22/2021			Undeposited Funds	Deposit		X	930.00	251,182.86
07/23/2021			-split-	Deposit		X	11,627.13	262,809.99
07/23/2021			Undeposited Funds	Deposit		X	227.21	263,037.20
07/26/2021			Undeposited Funds	Deposit		X	2,607.21	265,644.41
07/27/2021			Undeposited Funds	Deposit		X	1,609.03	267,253.44
07/28/2021			Undeposited Funds	Deposit		X	1,380.00	268,633.44
07/29/2021			Undeposited Funds	Deposit		X	121.67	268,755.11
07/29/2021		QuickBooks Payroll ...	-split-	Created by Pay...	10,133.94	X		258,621.17
07/30/2021			Undeposited Funds	Deposit			125.00	258,746.17
07/30/2021	12337	JOSHUA D WHITE	-split-		766.95			257,979.22
07/30/2021	12338	UVALDO HINOJOS...	-split-		911.46			257,067.76
07/30/2021	12339	CALIFORNIA ASS...	TRAVEL & MEETINGS	BOB/SARAI/S...	976.00			256,091.76
07/30/2021	12340	ADT	RENTAL HOUSE	ACCT# 40112...	58.83			256,032.93
07/30/2021	12341	AT&T U-VERSE	UTILITIES	ACCT# 13282...	94.19			255,938.74
07/30/2021	12342	B.E.S.T	SALARIES & EMPLO...	CUST#335940	314.30			255,624.44
07/30/2021	12343	BLUE SHIELD OF ...	SALARIES & EMPLO...	INV# 2119500...	64.40			255,560.04
07/30/2021	12344	CALIFORNIA BUSI...	OFFICE SUPPLIES	INV# 277018	90.63			255,469.41
07/30/2021	12345	NELSON'S ACE HA...	REPAIRS & MAINT...	ACCT# 62412	75.17			255,394.24
07/30/2021	12346	NELSON'S POWER ...	REPAIRS & MAINT...	CUST# 1172	760.12			254,634.12
07/30/2021	12347	PG&E	-split-		669.33			253,964.79
07/30/2021	12348	WASTE MANAGE...	UTILITIES	INV# 0039973...	166.19			253,798.60
07/30/2021	53675265	EFTPS	-split-	94-6001275	4,285.36	X		249,513.24



SELMA CEMETERY DISTRICT

8/20/2021 7:33 AM

Register: CASH AND CASH EQUIVALENTS:BANK OF SIERRA GENERAL ACCT

From 07/01/2021 through 07/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/30/2021	1001908...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	1,521.51			247,991.73
07/30/2021	1001908...	CALIF. PUBLIC EM...	Payroll Liabilities	1772	923.76			247,067.97
07/30/2021	1461409...	EDD	-split-	925-0055-2	708.93	X		246,359.04
07/30/2021	1636963...	EDD	Payroll Liabilities	925-0055-2	120.13	X		246,238.91
07/30/2021	1100190...	CALPERS	SALARIES & EMPLO...		5,877.76			240,361.15
07/30/2021	DD1465	ALVARO L SALAZ...	-split-	Direct Deposit		X		240,361.15
07/30/2021	DD1466	BRADLEY A RAIN...	-split-	Direct Deposit		X		240,361.15
07/30/2021	DD1467	JESSE RODRIGUEZ	-split-	Direct Deposit		X		240,361.15
07/30/2021	DD1468	JOSEPH L CARLSON	-split-	Direct Deposit		X		240,361.15
07/30/2021	DD1469	OMAR D ROCHA	-split-	Direct Deposit		X		240,361.15
07/30/2021	DD1470	SANDRA L. MILLER	-split-	Direct Deposit		X		240,361.15
07/30/2021	DD1471	SARAI RAMIREZ	-split-	Direct Deposit		X		240,361.15

# QuickBooks Payroll Services

Sent: 07/13/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$12.25
Direct Deposit	\$10297.12
	-----
Total payment	\$10309.37

to be withdrawn from CASH AND CASH EQUIVALENTS: BANK OF SIERRA GENERAL ACCT.

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Payroll Run Summary for 07/15/2021:

Paychecks		Direct Deposit
Total		10,297.12
DD1458	ALVARO L SALAZAR MENDOZA	1,557.49
DD1459	BRADLEY A RAINEY	1,670.56
DD1460	JESSE RODRIGUEZ	1,401.61
DD1461	JOSEPH L CARLSON	1,022.05
DD1462	OMAR D ROCHA	1,119.21
DD1463	SANDRA L. MILLER	2,349.17
DD1464	SARAI RAMIREZ	1,177.03

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# QuickBooks Payroll Services

Sent: 07/28/2021

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$12.25
Direct Deposit	\$10121.69
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Total payment	\$10133.94

to be withdrawn from CASH AND CASH EQUIVALENTS: BANK OF SIERRA GENERAL ACCT.

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Payroll Run Summary for 07/30/2021:

Paychecks		Direct Deposit
Total		10,121.69
DD1465	ALVARO L SALAZAR MENDOZA	1,560.47
DD1466	BRADLEY A RAINEY	1,681.15
DD1467	JESSE RODRIGUEZ	1,314.14
DD1468	JOSEPH L CARLSON	1,022.05
DD1469	OMAR D ROCHA	1,047.47
DD1470	SANDRA L. MILLER	2,364.89
DD1471	SARAI RAMIREZ	1,131.52

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