

**SELMA CEMETERY DISTRICT
Regular Meeting of the
BOARD OF TRUSTEES
Tuesday, March 26, 2024
4:30 p.m.**

MINUTES

1. **Call to Order:** 4:30 p.m.
2. **Roll Call:** Chair: Alan Langstraat - *Present*
Vice-Chair: Jennifer Earle - *Present*
Trustee: Rose Robertson - *Present*
Trustee: Ramza Coury - *Present*
Trustee: Una Tristan - *Present*
Staff Present: General Manager: Sarai Ramirez - *Present*
Grounds Supervisor: Jesse Rodriguez - *Present*
Legal Counsel: Derek Haynes, Porter Scott Attorneys – *Present via Zoom*

Date of Next Board Meeting: **The date of the next board meeting will be April 25, 2024.**

Public Comment: Members of the public may address the Board of Trustees on any item on the agenda. *No one present.*

CONSENT AGENDA:

1. Minutes of the Thursday, February 2024, Regular Meeting of the Board of Trustees.
Motion to accept the Minutes of the Thursday, February 22, 2024 made by Trustee Rose Robertson and seconded by Vice chair Jennifer Earle. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.
2. Disbursements: 02/01/2024 through 02/29/2024. *Item moved to New Business for discussion at the request of Trustee Rose Robertson.*

OLD BUSINESS: Discussion/Action:

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1. **Heater Unit for Shop:** The unit is extremely old and needs to be replaced. *District received three quotes and is waiting on one more. Approval was given to the General Manager to proceed with the best quote at last month's meeting. No action was necessary.*

NEW BUSINESS: Discussion/Action:

1. **Disbursements: 02/01/2024 through 02/29/2024** *Trustee Rose Robertson asked who attended the Ag Expo and if the office was covered. Several board members brought up that the district can get those tickets for free in the future.*
Motion to approve the disbursements from 02/01/2024 through 02/29/2024 was made by Trustee Una Tristan and seconded by Trustee Rose Robertson. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.
2. **Electric Cart Grant:** Present resolution to obtain a grant for new electric gators. *District has four electric gators that need repairs. The grant will allow district to get up to five new ones. The district will pay upfront, but the SJV Air Pollution Control District will reimburse the full amount.*
Motion made by Trustee Una Tristan and seconded by Trustee Ramza Coury to pass the resolution to apply for the electric vehicle program. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.
3. **California Business Machines:** Quote for a new printer for the office. *The machine the district has is about seven years old and is owned, not leased.*
After discussion, Vice chair Jennifer Earle made the motion to lease the new machine rather than buy. This motion was seconded by Trustee Rose Robertson. Vote: Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.

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4. Board Member Emails: Discussion to provide all board members with a district email address. *Board discussed the different options, so their personal emails are not used for district business.*

After discussion, Trustee Rose Robertson made the motion for all board members to get new email accounts using Gmail or Yahoo. Motion was seconded by Trustee Una Tristan. Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.

5. Mid Valley Times Paper: Reporter would like to write a news article about the proposed new cemetery. *The spokesperson for the board according to district policy is the chair. The General Manager can be in attendance to fill in more details if needed.*

Vice chair Jennifer Earle made motion to authorize Chair Alan Langstraat to do the interview and seconded by Trustee Una Tristan. Trustee Una Tristan – AYE, Vice chair Jennifer Earle – AYE, Trustee Rose Robertson – AYE, Chair Alan Langstraat – AYE, Trustee Ramza Coury - AYE. Motion Carried.

6. Manager's Report: General Manager Sarai Ramirez
Burials as of 07/01/2023 – 02/29/2024: **112**

Plots Paid in full as of 07/01/2023: **86**

Plots Available as of 07/31/2023: Floral – **2,520**, West – **552(Pontem Count)**

- **CAPC Annual Conference:** Summary of topics that were discussed. *Ethics training was presented, and certificate was received. Dates of future meetings were made available. Workplace violence as well as the importance of secondary oversight on finances was also discussed.*

- **Legislative Days:** Conference date will be May 21-22, 2024. *General Manager will be unable to attend. Board needs to notify General Manager if they would like to go.*

- **Part-time Assistant:** Assistant to work 20 hours per week. *The district does not need a full-time assistant. The part time assistant will work three days per week.*

- **Mike Ridgeway:** Update board about conversation with Mr.

Ridgeway. Mr. Ridgeway will be unable to assist the district with the

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reconciling of the books. The district will continue to look for a firm that can assist with quarterly reconciliation.

7. Closed Session: Initiation of litigation pursuant to Government Code section 54956.9(d)(4). Number of cases: 1
No reportable action.

8. Closed Session: Public Employee Discipline/Dismissal/Release Government Code section 54957
No reportable action.

9. Trustees' reports:

Trustee: **Una Tristan** – *Report on the CAPC conference regarding topics discussed. Heat and illness, ethics training, breakout sessions with trustees and managers. Visited with niche vendors.*

Trustee: **Alan Langstraat** – *Nothing at this time.*

Trustee: **Rose Robertson** – *Concerned about incident that took place at the cemetery where police and sheriff's departments were called out. Requested this be added to next agenda.*

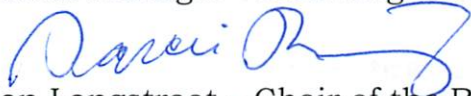
Trustee: **Ramza Coury** – *Shared how different Lebanon burials differ from here.*

Trustee: **Jennifer Earle** – *Nothing at this time.*

10. Adjournment: *With no further discussion, meeting adjourned at 6:02 pm.*

Respectfully submitted,

Sarai Ramirez
General Manager - recording secretary


Alan Langstraat – Chair of the Board



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