



MINUTES OF THE MEETING OF JUNE 23RD, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY JUNE 23RD, 2020 AT 5:00 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE, MADERA, CA. 93637

TRUSTEE'S PRESENT:

LOIS BETTY
JIM HARPER
DAVID NEMETH
MAURICE CAPPELLUTI
CANDY TALLEY

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
JOHN ANDERSON – OPERATIONS MANAGER
TRACY ISAAK – OFFICE TECHNICIAN
RONNIE RAMIREZ – SUPERINTENDENT
STEPHEN CLOETERS-GROUNDSMAN I

CALL TO ORDER:

Chairperson Lois Betty called the meeting to order at 5:30 P.M.

ROLL CALL OF BOARD:

Chairperson Lois Betty took roll of the Board. All Board Members were present.

PLEDGE TO THE FLAG:

Trustee Candy Talley presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

No changes to the Agenda.

PUBLIC COMMENT ON ANY AGENDA ITEM:

No public comment.

CONSENT CALENDAR:

Trustee Candy Talley asked for corrections to the minutes. Corrections Page 3: under review district equipment and vehicles – The first sentence should be John stated. Page 4: Employee Salary Presentation: District Manger Belva Bare stated. Also, the statement “We are about the whole thing.” (It doesn’t sound right). Chairperson Lois Betty stated instead of using the statement of her or she we should state the name of the person. Trustee David Nemeth stated on the regular minutes: 2020-2021 Budget: Trustee David Nemeth stated No regarding salary increase. On investments: David stated a correction is needed on the statement of Treasury Bonds is not a positive right now. It should state Treasury Bonds are not very attractive right now. Trustee Jim Harper made a motion to approve the minutes with corrections. Trustee David

Nemeth seconded the motion to accept the minutes and consent calendar. The next regular meeting will be July 21st, 2020.

Motion on consent calendar: A unanimous vote was had.

RECESS TO CLOSED SESSION:

Chairperson Lois Betty asked for close session.

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN DURING CLOSED SESSION:

The Board unanimously decided to direct Belva Bare in attaining a resolution for the unpaid medical premiums that are passed due by employees. The agreement needs to be finalized by the next Board Meeting on July 21st, 2020. No other action during closed session.

DISCUSSION/REPORT OAKHILL NICHES:

District Manager Belva Bare presented pictures showing the progress of the niche construction. Bare stated these niches will sell very quickly. A short discussion on naming the niche location and having a dedication after completion. The majority of the Board was in favor of naming the location "Chapel Hill".

DISCUSSION/REPORT IF NEEDED ON OPERATIONS OF M.C.D. CEMETERIES:

Chairperson Lois Betty stated everything looks good. .

DISCUSSION/REPORT OF EMPLOYEE DISCUSSION REGARDING COVID:

District Manager Belva Bare stated a meeting with all employees was had. We have returned to a five day work week. We are following the same procedures but now up to 100 people can attend a graveside service with social distancing and wearing a mask. We are following CDC guidelines, along with proper cleaning and no more than two people in the office. The restrooms are still closed to the public. The public health dept has provided us with hand sanitizer.

DISCUSSION/REPORT/APPROVAL OF EMERGENCY POLICIES REGARDING COVID-19:

District Manager Belva Bare stated Attorney Mark Velasquez has contacted us regarding postings for public agencies. After a short discussion it was decided to provide flyers placed at the gravesite for service information. Trustee Candy Talley made a motion to accept up to 100 people for a direct burial as per Madera County Health Dept recommendation, no balloon release or live band and masks and social distancing are required. Trustee David Nemeth seconded the motion. Poll of the Board Trustee Candy Talley aye, Trustee Jim Harper aye, Trustee David Nemeth aye, Trustee Maurice Cappelluti aye, Chairperson Lois Betty aye. .

DISCUSSION/REPORT/APPROVAL OF NANCY RAMOS, C.P.A. AUDIT FOR THE 2019-2020 AUDIT YEAR:

District Manager Belva Bare presented the audit cost information. Trustee Candy Talley made a motion to accept the bid. Trustee Jim Harper seconded the motion. All Board members in favor.

DISCUSSION/REPORT/APPROVAL OF C.P.A SIGNATURE LETTERS:

Trustee Candy Talley made a motion to accept the C.P.A. signature letter. Trustee David Nemeth seconded the motion. All Board members in favor.

DISCUSSION/REPORT/APPROVAL OF DESSOLVING MAPPING PROGRAMS CEMSITES:

District Manager Belva Bare stated a discussion was had with Office Assistant Kerry Smith on the pros and cons of the progress with our mapping software. District Manager Belva Bare stated she would like to put the software on hold at this point. Bare reported she has had a discussion with Cemsites and we will be addressing the issues with the program.

REPORT/DISCUSSION ON LAFCO RECOMMENDATIONS OF IMPLEMENTING THE COUNTRY CLUB AREA INTO THE SPHERE OF INFLUENCE FOR MADERA CEMETERY DISTRICT:

District Manager Belva Bare stated she had a discussion with Jerome Keene from QK Planning regarding the Country Club area. LAFCO wants to bring this small area into our sphere of influence. Bare stated the last few LAFCO meetings have been cancelled regarding Covid-19. Trustee Jim Harper suggested that we annex this property. Harper stated he has received a complaint from someone that lives in this area. This person stated they should not have to pay a non-resident fee. They stated if they are in Madera Unified School District they should not have to pay a non-resident fee. A short discussion was had regarding the submission of a letter to LAFCO regarding a complaint. Trustee Maurice Cappelluti stated we have a retainer with QK Planning for this. After a continued discussion it was decided to place this item on next month's agenda.

DISCUSSION/REPORT OF G.S.R.M.A. BOARD OF DIRECTORS ELECTION RESULTS:

District Manager Belva Bare presented the voting information for the G.S.R.M.A. Board of Directors results. Orland Cemetery District received the most votes and will be filling the cemetery representative seat. Chairperson Lois Betty stated this would be beneficial to the Board to petition for election every year.

DISCUSSION/REPORT/APPROVAL OF PANDEMIC SIGNS AND FAMILY INFORMATION:

District Manager Belva Bare presented information regarding pandemic signs. Trustee Candy Talley stated she would like the first sentence to state "Masks and Social Distancing **are required**". Bare stated these information sheets will be available as public information. Trustee David Nemeth made a motion to approve. Trustee Jim Harper seconded the motion. All were in favor.

**DISCUSSION/REPORT OF MADERA CEMETERY DISTRICT'S
RECOMMENDATIONS FROM THE MADERA COUNTY HEALTH DEPT:**

District Manager Belva Bare reviewed the information regarding recommendations with the Madera Cemetery District, social distancing, and masks and not to exceed 100 people.

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated all is going well. Mosquito Abatement is currently dropping pellets. Mosquito Abatement is going full force using chemicals we have not had any complaints from families.

DISCUSSION/REPORT ON WESTLAKE PROPERTY:

District Manager Belva Bare stated nothing new to report. Trustee David Nemeth stated that area is attractive and will sell when we are ready.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

District Manager Belva Bare stated nothing to report.

**DISCUSSION/REPORT/DECISIONS ON INVESTMENTS FOR E.C. AND PRE-NEED
AS PER SANDRA WHEELER/STIFEL INVESTMENTS IF NEEDED:**

Trustee David Nemeth stated we have \$620,000.00 in preneed to reinvest and \$205,000.00 in endowment care. Nemeth stated we reinvested 300,000.00 into muni bonds of Broward County Airport System maturing 10/01/2024 with a yield of 1.603%. Also, 310,000.00 Corp Bond of Barclays Banks maturing 01-02-2024 yield of 1.350%
Endowment Care: we will purchase \$105,000.00 in C.D. New York Community Banking maturing 07/05/2022 yielding .35% and \$100,000.00 Corp Bond of Barclays Bank maturing 01-02-2025 yield of 1.5%. Trustee David Nemeth stated we are staying within the guidelines

ADJOURNMENT: 7:42 p.m.