



MINUTES OF THE PLANNING MEETING OF MAY 19TH, 2020

MINUTES OF THE PLANNING MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, MAY 19TH, TUESDAY, 9:00 A.M. AT THE ARBOR VITAE CEMETERY, 1301 ROBERTS AVE, MADERA, CA.

TRUSTEE'S PRESENT:

LOIS BETTY – Chairperson
DAVID NEMETH -Vice Chair
CANDY TALLEY
MAURICE CAPPELLUTI
JIM HARPER

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE- DISTRICT MANAGER
TRACY ISAAK - OFFICE TECHNICIAN
JOHN ANDERSON- OPERATIONS MANAGER

CALL TO ORDER:

The meeting was called to order by Chairperson Lois Betty at 9:00 A.M.
All Board members were present.

PLEDGE TO THE FLAG

Trustee Jim Harper presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

No changes

TIME FOR PUBLIC COMMENT:

No public comment was heard.

CLOSED SESSION:

No closed session was had.

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

No action was taken.

DISCUSSION/ACTION ITEMS:

PRESENTATION LARRY MOORE-OAKHILL NICHES:

District Manager Belva Bare stated Larry Moore isn't available for a presentation. Moore is currently up at the Oakhill Cemetery regarding cement work for pending project. We have received two bids from Cemetery 101 and Cordiero Vault. Larry Moore has a concern with the curved niches and gaps. Moore will be presenting the cost of cement work, railing and stamped concrete to the District Manager for approval before going forward. District Manager Belva Bare presented a tentative drawing of niches, she suggested going with the stamped concrete and decorative railing for beautification of the niche area. A discussion regarding the cost from Cordiero verses Cemetery 101 was had. Cordiero's cost coming in at \$46,000.00 plus \$5,000.00 for the brass rosettes. Cemetery 101 cost coming in at \$48,000.00.

DISCUSSION ON ACCOMPLISHMENTS FOR 2019-2020 FISCAL YEAR:

District Manager Belva Bare reviewed the accomplishments. Bare stated the Employee Manual has been submitted to a couple of different lawyers and have not received a response. A short discussion was had regarding the mapping software yearly fee. Cemsites is not working for us. Office Asst. Kerry Smith stated. After discussion it was stated to investigate further the pros and cons of continuing with Cemsites.

We will continue with hosting the safety training at MCD, it has been well received with cemeteries attending from all over the Central Valley.

The floor polisher was a great purchase and has saved the district money by not renting the machine. We are working side by side with Mosquito Abatement with reducing the large influx of larva every season that is found.

The Skylights for the Mausoluem have been replace this year along with the heating and cooling unit for the Arbor Vitae Cemetery. Security Cameras have been installed at our Calvary Cemetery and are up and running.

Publicity for the District: A presentation from the Board of Supervisors regarding a Proclamation of Madera Cemetery District's "75" year Anniversary has been a honor. Madera Cemetery District has also received as a runner up the American Cemetery of Excellence Award. District Manager Belva Bare explained we will not be having the Business Extravaganza this year because of Covid-19.

It is a postive element for Madera Cemetery District that the District Manager Belva Bare and Operations Manager John Anderson are on both State of California Cemetery Boards and Community Boards.

Belva stated we have hired two new employees this year. These employees have stated they love what they do and appreciate their job.

We are continuing to work on our Oakhill Niche Area to be completed in the 2020-2021 year. We are continuing to go forward with the incorporation of the Country Club Area.

REVIEW OF DISTRICT FINANCES:

A short discussion regarding comparison back to the year of 2013 on Method of Financing. Chairperson Lois Betty stated our property taxes have increased. A short discussion was had regarding the future of MCD property tax was had.

PLOT AVAILABILITY AT ALL CEMETERIES:

Arbor Vitae Cemetery: The Urn Garden Area is getting full, in the future we may need to look at another beautification urn area. Mausoleums are also another project that will need to be reviewed in the future. We are working on opening a Block C. As of this moment we have 706 available plots, 106 Mausoleums, the Veterans area has 305 plots available. The Urn Garden area has 104 plots available. Th inside and outside niches have 68 left. Garden Niches 271 available.

Calvary Cemetery: Upright burial areas are the most desired at the Calvary Cemetery. The glass front niche area was almost completely full. We were able to provide a top row of glass front niches increasing number available. Calvary has 1837 burial plots available, 168 niches available, and 287 Mausoleums.

Oakhill Cemetery: Oakhill Cemetery has 640 plots available, 14 niches.

North Fork Willow Creek Cemetery: North Fork has 234 plots available, 131 cremation plots, 16 baby plots and 58 niches available.

Interment total: 34,914.

Madera Cemetery District provides 450-550 burials per year.

REVIEW OF DISTRICT EQUIPMENT AND VEHICLES:

Operations Manager John Anderson stated we are in good shape this year. We have placed in the 2020-2021 Budget the need of replacement of two John Deere Gators. A discussion on electric blowers was had. John stated we will be replacing 2 backpack blowers, 2 portable sounds systems, set of funeral greens, 2 extenzo chairs, 4 grave boards, 12 aluminum trash cans, jackhammer, mud tracks, 6 security cameras for mounitian cemeteries, and misc. sprinklers. John stated we take care of our equipment.

REVIEW OF ROAD SEALING ROTATION FOR ALL CEMETERIES:

Operations Manager John Anderson stated we will be sealing the Arbor Vitae Cemetery this year according to rotation. The cost will be a total of \$106,572.00. \$41,671.00 for sealing and \$64,901.00 for new paving.

REVIEW/SET UP OF IMMEDIATE GOALS & 2 YEAR, 5 YEAR GOALS:

District Manager Belva Bare reviewed the immediate plans for Madera Cemetery District. Belva stated it is working well doing the fencing on the Oakhill property in sections. Trustee David Nemeth asked how much fencing has been completed. Operations Manager John Anderson stated after this year it will be at a 50 % completion. District Manager Belva Bare stated we are already working on the beautification and new niche wall in Oakhill, which should be completed this next budget year.

We are continuing to work on the Rules & Regulations, larger decorative signs for all cemeteries, the personnel manual and looking forward to installing the security cameras at Oakhill and North Fork. A few other items we are looking at is painting the inside of the office with also new flooring. Belva stated she will be getting a quote on quickbooks software and working on the Employee Manual.

2 YEAR PLAN:

District Manager Belva Bare stated we will need to start looking at a new mausoluem area at the Arbor Vitae Cemetery. Archives/Historical record scanning. Continuing fencing the new property at Oakhill. Continue development Oakhill Cemetery – maintenance only. Implement Country Club boundaries to Madera Cemetery District. This item will be moved to 2020-2021 year.

5 YEAR PLAN:

District Manager Belva Bare reviewed the 5 year plan. Beginning stages of AV Master Plan-currently working on. Family Estate areas put on hold.

OVERVIEW OF UPCOMING BUDGET PROPOSAL:

District Manager Belva Bare review the budget proposals. Bare stated the items highlighted in blue are the changes. These changes are coming into play from review of the previous costs for the 2019-2020 year. A short discussion was had regarding solar information.

EMPLOYEE SALARY PRESENTATION:

District Manager Belva Bare introduced the MCD Employee Representative, Stephen Cloeters. Stephen stated thank you for giving me this opportunity to present. Steve stated the employees appreciate all that you do as the Board of Trustees. Steven stated the employees are asking for a five percent increase in salaries. Steven stated there is so much talent here and it shows in the budget. We do things together as a group. Trustee Jim Harper stated MCD is blessed. Steven presented to the Board information regarding health benefits. Steven stated if the Board would consider changing from Blue Shield to United Health Care the District would have a savings of \$238.00 per employee per month with a total savings of \$48,607 per year. United Health Care is very similar in coverage if not better. Chairperson Lois Betty asked you're asking for a 5 % increase in salaries plus the benefits? Steven said yes. District Manager Belva Bare stated I am impressed with Steven. He has gone above and beyond with investigating what is best for the District. Operations Manager John Anderson stated we go over and beyond. We are the GSRMA allstars, runner up for ACE Award and 75 Years of Service to the County of Madera. We have accomplished a lot, Steven does an excellent job and it rare to have so much talent in one place and we all work as a team.

DISCUSSION/REPORT/DECISION ON WESTLAKE PROPERTY:

District Manager Belva Bare stated she had not heard from Brad Ditton. No discussion needed.

DISCUSSION ON HEALTH BENEFITS IF NEEDED:

No discussion needed.

DISCUSSION ON ANY NEW ITEMS OF INTEREST:

No discussion needed.

ADJOURNMENT: 12:45 P.M.