



AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
MADERA CEMETERY DISTRICT
WEDNESDAY, FEBRUARY 22, 2022, 5:00 P.M.
ARBOR VITAE CEMETERY, 1301 ROBERTS AVE. MADERA, CA 93637

Arbor Vitae Office

1301 Roberts Avenue

Madera, CA 93637

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Member of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

Call to Order

- 1. Roll Call of Board**
- 2. Pledge to the Flag**
- 3. Changes to the Agenda if necessary**

Additions to the Agenda: Items identified after preparation of the Agenda for which there is a Need to take immediate action. Two thirds vote required for consideration. (Government Code Section 54954.2 (b) (2))

- 4. Public Comment on any Agenda Item**

The Board of Trustees of the Madera Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

5. CONSENT CALENDAR

- A. Approval of the Minutes for the Regular Meeting on January 26, 2022.**
- B. Approval of the Minutes for the Special Meeting on February 2, 2022.**
- C. Approval of the warrants for January 2022, in the amount of \$112,820.15.**
- D. Next regular meeting will be held on Tuesday, March 22, 2022 at 5:30PM at the Arbor Vitae Cemetery, Main Office.**

6. RECESS TO CLOSED SESSION

Personnel – CA. Government Code Section 54957

In accordance with Government Code Section 54957, the Governing Board will meet in Closed Session to consider the appointment, employment, evaluation or performance, discipline, resignation, retirement, reassignment, dismissal, complaint of a public employee(s), specifically affecting management, confidential, certificated and/or classified employees.

Employee evaluations will be heard: Groundsman I, Superintendent, Groundsman III - currently on hold.

- All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustee, and those employees and consultants invited by the Board, may discuss and/or act on those items listed.

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

8. DISCUSSION/ACTION ITEMS:

- A. Discussion/Report if needed on operations of MCD Cemeteries**
- B. Discussion/Report/Approval of 2020/2021 Audit Adair & Evans**
- C. Discussion/Report/Approval of lease agreement of D&D AG Services, LLC**
- D. Discussion/Report on new District office**
- E. Discussion/Report for Annual Planning Meeting**

- F. Discussion/Report/Approval of HR Generalist job description and compensation**
- G. Discussion/Report of Calvary well completion**
- H. Discussion/Report on solar panels for Arbor Vitae**
- I. Discussion/Report/Approval of compensated absences/updated vacation accrual policy**
- J. Discussion/Report/Approval of gift given to employee**
- K. Discussion/Report Arbor Vitae mausoleums**
- L. Discussion/Report re: Local Corona Virus Fiscal Recovery Fund**
- M. Discussion/Report on IT, internet, and security cameras**
- N. Discussion/Report on refund of overpayment to Belkorp**
- O. Discussion/Report on March CAPC Conference**
- P. Discussion/Report/Approval of District Manager Agreement**
- Q. Discussion/Report/Approval of property at 780 N I Street as potential urn hill, niche, ground burial space**
- R. Discussion/Report on Mosquito & Vector report**
- S. Discussion/Report on cemetery security report**
- T. Discussion/Report/Decisions on investments for E.C. & Pre-need funds as per Sandra Wheeler/Stifel Investments if needed**
- U. Adjournment**

This Agenda has been posted this 14th day of February, 2022 _____

Arthur Gardner – Assistant District Manager

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to the District Manager, specifying your disability and the format in which you would like to receive this Agenda or future Agendas as well.

*Please note the Board of Trustees Regular Meeting Calendar is scheduled once a month for the Calendar year. However, this Meeting Calendar is subject to change.

March 22, 2022
 April 26, 2022
 May 24, 2022
 June 28, 2022
 July 26, 2022
 August 23, 2022