



## **AGENDA**

### ***OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES***

### **OF THE**

### **MADERA CEMETERY DISTRICT**

**TUESDAY, AUGUST 23, 2022, 5:30 PM**

**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. 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.

### **4. CONSENT CALENDAR**

- A. Approval of the Minutes for the Regular Meeting of July 26, 2022**
- B. Approval of the warrants for July 2022, in the amount of \$316,867.20.**

**C. Next regular meeting will be held on Tuesday, September 27, 2022 at 5:30 p.m. at the Arbor Vitae Cemetery, Main Office**

**5. PRESENTATION BY PLOTBOX**

**6. POLICY REVIEW**

**7. 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: Operations Manager**
- 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.

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

**9. DISCUSSION/ACTION ITEMS:**

- A. Discussion/Report if needed on operations of MCD Cemeteries**
- B. Report/Discussion/Approval Salary Schedule**
- C. Report/Discussion on Employee Handbook for review**
- D. Report/Discussion on upcoming CAPC and PCA meetings**
- E. Report/Discussion/Approval of David Nemeth's nomination to CAPC Board**
- F. Report/Discussion/Approval of Belva Bare CAPC honorary membership**
- G. Report/Discussion on new District office & Arbor Vitae mausoleums**
- H. Report/Discussion/Approval of solar Power Purchase Agreement**

- I. Report/Discussion/Approval on Mechanic and Groundskeeper/Security classifications**
- J. Report/Discussion/Approval on employee evaluations**
- K. Report/Discussion on IT, internet, and security cameras**
- L. Report/Discussion/Approval on cemetery mapping software**
- M. Report/Discussion on Mosquito & Vector report**
- N. Report/Discussion/Decision on cemetery security**
- O. Report/Discussion/Decisions on investments for E.C. & Pre-need funds as per Sandra Wheeler/Stifel Investments if needed**
- P. Adjournment**

This Agenda has been posted this 16<sup>th</sup> day of August, 2022 \_\_\_\_\_

Arthur Gardner – 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.

September 27, 2022

October 25, 2022

November 22, 2022