



AGENDA

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

OF THE **MADERA CEMETERY DISTRICT**

TUESDAY, MARCH 26, 2024, 5:30 p.m.

1301 ROBERTS AVE., MADERA, CA 93637

Arbor Vitae/MCD District Office

1301 Roberts Ave. Madera, CA 93637

This agenda has been prepared and posted at least 72 hours prior to the 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. Members 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 are 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 from the Regular Meeting of February 27, 2024**
- B. Approval of the Warrants for February 2024, in the amount of \$216,180.31**
- C. Next regular meeting will be held on Tuesday, April 23, 2024 at 5:30 p.m. at the Arbor Vitae Cemetery, District Office**

5. 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.

**A. Board face-to-face with District employees: Groundsman II,
Groundsman II**

B. Personnel matters

- 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.

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

7. DISCUSSION/ACTION ITEMS:

- A. Discussion/Report if needed on operations of MCD
Cemeteries**
- B. Report/Discussion of Action Items from previous board
meetings**
- C. Report/Discussion on Arbor Vitae solar, PlotBox cemetery
mapping, electric vehicles, Arbor Vitae mausoleum, and
Calvary niche projects**
- D. Report/Discussion/Approval of Conflict of Interest Code**
- E. Report/Discussion/Decision on date/time of Board visit to
Oakhill Cemetery to consider development plans**
- F. Report/Discussion/Decision on date of Spring Planning
Meeting**
- G. Report/Discussion/Decision on holding Regular Board
Meetings during business hours**
- H. Report/Discussion/Decision on annexation of land along Hwy
41 corridor**
- I. Report/Discussion/Decision on transition from current
bookkeeping system to QuickBooks**
- J. Report/Discussion on master plan for Arbor Vitae's 10 Acres**
- K. Report/Discussion/Decision on Records Retention Policy**

- L. Report/Discussion/Decision on adding grandparents to definition of *family* in policies**
- M. Report/Discussion/Decision on proving family relationship with interred person(s) to obtain right to be buried**
- N. Report/Discussion/Decision on Madera County Sheriff's request to disinter four graves**
- O. Report/Discussion/Decision on Board photos and business cards**
- P. Report/Discussion on cemetery security**
- Q. Report/Discussion/Decisions on investments for E.C. & Pre-need funds**
- R. Report/Discussion on agenda items for next month's board meeting**
- S. Adjournment**

This Agenda has been posted this 21st day of March, 2024



Arthur Gardner – District Manager

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*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.

April 23, 2024

May 28, 2024

June 25, 2024

July 23, 2024