

**AGENDA**  
***OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES***  
**OF THE**  
**MADERA CEMETERY DISTRICT**  
**TUESDAY, MAY 23, 2023, 4:30 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. 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.

**CLOSED SESSION:** The Board of Trustees will meet in Closed Session at 623 Park Lane, Madera, CA 93637 starting at 4:30 p.m. and ending at 5:15 p.m.

Following the Closed Session, the Board of Trustees will move to the District Office located at 1301 Roberts Ave., Madera, CA 93637 and reconvene at 5:30 for the remainder of the Regular Meeting.

**Call to Order (@ 1301 Roberts Ave.)**

- 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 April 25, 2023.**
- B. Approval of the Minutes from the Annual Planning Meeting of April 26, 2023.**
- C. Approval of the Warrants for April 2023, in the amount of \$131,952.49.**
- D. Next regular meeting will be held on Tuesday, June 27, 2023 at 5:30 p.m. at the Arbor Vitae Cemetery, Main 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.

- Employee evaluation will be heard: Groundskeeper III, Office Assistant, General 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.**

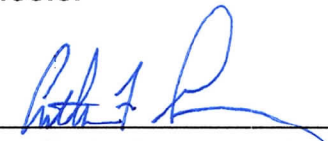
#### **6. RECONVENE TO OPEN SESSION-REPORT OF ANY ACTION TAKEN DURING CLOSED SESSION:**

#### **7. DISCUSSION/ACTION ITEMS:**

- A. Presentation of 2022 Audit by Garry Riezebos of Adair & Evans**
- B. Discussion/Report if needed on operations of MCD Cemeteries**
- C. Report/Discussion on District office, Arbor Vitae mausoleums, Calvary & Arbor Vitae solar, PlotBox cemetery mapping, and electric vehicles projects**
- D. Report/Discussion/Approval of changes to Section 403 of the Employee Handbook regarding taking time off in May**

- E. Report/Discussion/Approval of updated Madera Cemetery District Bylaws**
- F. Report/Discussion/Approval of budget for Fiscal Year 2024**
- G. Report/Discussion/Approval of 2024 salary increase**
- H. Report/Discussion/Approval of increase of Sales & Service fees**
- I. Report/Discussion/Approval of revised Conflict of Interest Code**
- J. Report/Discussion on cemetery security**
- K. Report/Discussion/Decisions on investments for E.C. & Pre-need funds with Sandra Wheeler**
- L. Adjournment**

This Agenda has been posted this 17<sup>th</sup> day of May, 2023

  
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.

June 27, 2023  
July 25, 2023  
August 22, 2023  
September 26, 2023  
October 24, 2023