



AGENDA

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

OF THE **MADERA CEMETERY DISTRICT**

TUESDAY, NOVEMBER 28, 2023, 5:30 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. 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 October 24, 2023.
- B. Approval of the Warrants for October 2023, in the amount of \$481,146.99
- C. Next regular meeting will be held on Tuesday, January 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.

- **Employee evaluation will be heard: Superintendent**
- All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustees, 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/Decisions on District office, Calvary & Arbor Vitae solar, PlotBox cemetery mapping, and electric vehicles projects**
- C. Report/Discussion/Decision on commissioning art for Board Room of new District office**
- D. Report/Discussion/Decision on agenda for December Planning Meeting**
- E. Report/Discussion/Decision on amending employee handbook regarding sick time accrual for part-time employees**
- F. Report/Discussion/Approval of language to be used in Proof of Residency Policy**
- G. Report/Discussion/Decision on shifting employee pay periods so pay periods end prior to pay days**
- H. Report/Discussion on cemetery security**
- I. Report/Discussion/Decisions on investments for E.C. & Pre-need funds**

J. Adjournment

This Agenda has been posted this 20th day of November, 2023


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.

January 23, 2024

February 27, 2024

March 26, 2024