



MINUTES OF THE REGULAR BOARD MEETING OF JULY 26, 2022

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, JULY 26, 2022 AT 5:30 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE., MADERA, CA 93637

TRUSTEES PRESENT:

DAVID NEMETH
LOIS BETTY
MAURICE CAPPELLUTI
BELVA BARE

PUBLIC/EMPLOYEES PRESENT:

ARTHUR GARDNER - DISTRICT MANAGER
STEPHEN CLOETERS - H.R. GENERALIST
TRACY ISAAK - OFFICE TECHNICIAN
JEFF WHALLEY - FOREMAN

CALL TO ORDER:

Chairperson David Nemeth called the meeting to order at 5:30 p.m.

ROLL CALL OF BOARD:

Chairperson David Nemeth took roll of the Board. Trustees David Nemeth, Lois Betty, Maurice Cappelluti, and Belva Bare were present. Trustee Candy Talley's absence was planned and excused.

PLEDGE TO THE FLAG:

Trustee Belva Bare presented the flag.

CONSENT CALENDAR:

Next meeting will be held August 23, 2022. Trustee Belva Bare pointed out a mistake in the minutes regarding the date of the July Board meeting. The date should have read July 26, not June 28. Trustee Lois Betty moved to approve the consent calendar with the correction, Trustee Maurice Cappelluti seconded, and all were in favor.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None

RECESS TO CLOSED SESSION:

Chairperson David Nemeth asked for a closed session.

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN DURING

No action taken. Trustee Lois Betty requested the Board be given a schedule of employee evaluations.

DISCUSSION/REPORT IF NEEDED ON OPERATIONS OF M.C.D. CEMETERIES:

Nothing was discussed.

REPORT/DISCUSSION/APPROVAL OF BELVA BARE APPOINTMENT AS TRUSTEE:

Chairperson David Nemeth welcomed Trustee Belva Bare to her first Board of Trustees meeting as an official trustee.

REPORT/DISCUSSION/APPROVAL OF EMPLOYEE EVALUATION COMPENSATION & TRAVEL:

District Manager Arthur Gardner asked whether employees ought to use their personal vehicle or a District vehicle when they travel long distances to meet with the Board for evaluations. He asked whether their attendance is voluntary and if they should be paid overtime. Although meeting with the Board is voluntary, their attendance is encouraged. Trustee Lois Betty suggested employees could start their work day later if they stay to meet with the board after hours. HR Generalist Stephen Cloeters said this would take away from their time doing their work. Trustee Betty suggested the District could do evaluations for mountain employees all in the same month and Board meetings could be held in the mountains. Chairperson David Nemeth indicated his support of that idea. Trustee Betty said evaluations could be done during the November planning meeting, and that the Board should continue to discuss this item. In the meantime, the District will continue to pay overtime for employees who appear before the Board for their evaluation.

REPORT/DISCUSSION/APPROVAL OF CHANGES TO SALARY SCHEDULE:

District Manager Arthur Gardner said he'd sent salary schedules A & B to Calpers and that the District was now in compliance with Calpers.

REPORT/DISCUSSION ON UPCOMING CAPC AND PCA MEETINGS:

District Manager Arthur Gardner asked who was planning on attending the upcoming CAPC and PCA meetings. Trustees Nemeth and Bare are planning on going to CAPC. Trustee Nemeth is thinking of being on the CAPC Board. Trustees Nemeth, Betty, and possibly Trustee Belva Bare, will attend PCA.

REPORT/DISCUSSION ON NEW DISTRICT OFFICE AND ARBOR VITAE MAUSOLEUMS:

District Manager Arthur Gardner spoke with Larry Moore of Berry Construction. The office will not be completed by December but, because it will be a steel building, it will go up faster than a wood frame structure would. Mr. Moore said that if the office building and the mausoleum are built at the same time, the District would save about \$15,000. District Manager Gardner recommended doing both projects at the same time.

Trustee Belva Bare asked whether we ought to do the two projects in separate fiscal years in order to lessen the impact on the budget. Mr. Gardner said he was

concerned about the prospect of Larry Moore retiring if the projects are done separately. He asked whether the Board would green light the mausoleum and office being built concurrently. All Board members present said yes.

REPORT/DISCUSSION/APPROVAL OF SOLAR POWER PURCHASE

AGREEMENT:

District Manager Arthur Gardner reported the results of his effort to get more bids for power purchase agreements. He contacted Madera Unified and found out they'd used the same contractor who'd said MCD's project was too small for them. Mr. Gardner suggested the District move forward with TurnKey/GreenDay Finance at Calvary and see how things go. Trustee Belva Bare motioned to approve the solar installation at Calvary. Trustee Lois Betty asked where the structure would be and whether maintenance was included. Mr. Gardner answered it would be by the dirt pile and the District wouldn't pay anything for maintenance. The annual rate increase for Calvary would be 3.99%. Trustee Betty asked about due diligence on the company, to which Mr. Gardner answered that TurnKey does projects for Pickett Solar, a long-time and reputable business that does large solar installations. Trustee Belva Bare had previously motioned to approve the project, Trustee Betty seconded, and all were in favor.

REPORT/DISCUSSION OF 2023 PRICING BOOKS:

District Manager Arthur Gardner showed the Board the new layout for the pricing books. Each cemetery now has a unique book that contains just their pricing.

REPORT/DISCUSSION ON I.T., INTERNET, AND SECURITY CAMERAS:

The Comcast installation has been completed and the District office has high-speed internet. The IT vendor is coming out to complete the network configuration so the Wifi is accessible throughout the office. District Manager Arthur Gardner stated that the office phones stopped working and all inbound calls have been getting forwarded to the District cell phone. Comcast was selected as the vendor for a new phone system.

REPORT/DISCUSSION ON CEMETERY MAPPING SOFTWARE:

District Manager Arthur Gardner went to a demonstration of PlotBox' program in Colma, CA. Out of the vendors he'd spoken with, PlotBox was the most impressive. It has accounting, pre-need, and markers features in addition to the mapping software and integrates all functions into one system and he prefers PlotBox' interface. The price for PlotBox' complete package is on par with competitors. Implementing the software will take some time, up to a year. A discussion on other features followed. Trustee Lois Betty advised to include this item on the August agenda for approval.

REPORT/DISCUSSION OF MOSQUITO & VECTOR REPORT:

District Manager Arthur Gardner reported everything is going well.

REPORT/DISCUSSION ON CEMETERY SECURITY REPORT:

District Manager Arthur Gardner reported that he, Operations Manger Ronnie Ramirez, and HR Generalist Stephen Cloeters had discussed alternatives to the District's current arrangement for security. They explored the idea of hiring a

groundskeeper to work three weekdays and the two days of the weekend doing groundskeeping and security. They explored both full time and part time options. Trustee Belva Bare and Chairperson David Nemeth said to look at the District's liability for this position and the cost to the District. Trustee Lois Betty asked that options be presented in the August Board meeting.

REPORT/DISCUSSION/DECISIONS ON INVESTMENTS FOR E.C. AND PRE-NEED AS PER SANDRA WHEELER/STIFEL INVESTMENTS IF NEEDED:

Board Chair David Nemeth said he spoke with Sandra Wheeler. The District has \$105k in endowment care. After reviewing CD's and bonds, they purchased \$100k in bonds. It's anticipated that interest rates will continue to go up the rest of this year and then go down in 2023. Sandra Wheeler makes sure the District is compliant with all the rules.

ADJOURNMENT: 8:15 p.m.