



MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 23, 2022

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, AUGUST 23, 2022 AT 5:30 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE., MADERA, CA 93637

TRUSTEES PRESENT:

DAVID NEMETH
CANDY TALLEY
LOIS BETTY
MAURICE CAPPELLUTI
BELVA BARE

PUBLIC/EMPLOYEES PRESENT:

ARTHUR GARDNER - DISTRICT MANAGER
STEPHEN CLOETERS - H.R. GENERALIST
TRACY ISAAK - OFFICE TECHNICIAN
KERRY SMITH - OFFICE ASSISTANT
JOE WITHERSPOON - PLOTBOX

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, Candy Talley, and Belva Bare were present.

PLEDGE TO THE FLAG:

Trustee Candy Talley presented the flag.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None

CONSENT CALENDAR:

Next meeting will be held September 27, 2022. Trustee Lois Betty asked that all names in the minutes be written out in full rather than using first names. Trustee Belva Bare pointed out a spelling error, inquired about part-time pay in the budget, and suggested that perhaps the safety budget needed to be increased because it was already at 73% of the annual budget. Trustee Candy Talley moved to approve the consent calendar with the correction, Trustee Lois Betty seconded, and all were in favor.

Trustee Belva Bare suggested that a discussion on CalPERS be added to the agenda. District Manager Arthur Gardner said that it could be added because there

was no decision to be made, just a report. CalPERS was added as item P to the agenda.

PRESENTATION BY PLOTBOX:

Joe Witherspoon of Plotbox presented their cemetery mapping software by showing videos and doing demonstrations. Plotbox is a web-based platform used by 700 cemeteries worldwide. They do training remotely and have a whole team responsible for migrating data. Trustee David Nemeth asked how long it takes to migrate the data. Mr. Witherspoon said 8-12 weeks usually. A discussion was had on whether it would be necessary to keep both a digital and a hard copy of documents. Mr. Witherspoon said that would be up to the District, but that doing so would duplicate work and not simplify it. The Board requested that Office Technician Tracy Isaak and Office Assistant Kerry Smith visit a cemetery that is currently using Plotbox to see it in action and add their evaluation to the discussion.

POLICY REVIEW:

In the interest of time, it was decided to skip this agenda item until September's meeting.

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.

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

Operations Manager Ronnie Ramirez said there was nothing additional to report.

REPORT/DISCUSSION/APPROVAL OF SALARY SCHEDULE:

District Manager Arthur Gardner reported that CalPERS had reviewed the new salary schedules. The District may only have one salary schedule, each job classification can only have one salary range, and the district manager has to appear on the salary schedule. Mr. Gardner presented three options to the board for approval. He recommended the option that has steps for each job classification and a salary range for the district manager. Trustee Candy Talley moved to approve option 3, Trustee Belva Bare seconded. All were in favor: David Nemeth: aye; Candy Talley: aye; Lois Betty: aye; Maurice Cappelluti: aye; Belva Bare: aye.

REPORT/DISCUSSION OF EMPLOYEE HANDBOOK FOR REVIEW:

District Manager Arthur Gardner presented each Board member a copy of the proposed Employee Handbook to review for September's Board meeting. The handbook was a team effort, with previous manager Belva Bare, legal counsel Robert Hunt, HR Generalist Stephen Cloeters, and Arthur Gardner all contributing. Trustee Lois Betty said the Board can approve the entirety of the handbook all at once, rather than approving each individual change. Chair David Nemeth said to put a discussion of the handbook on September's agenda.

REPORT/DISCUSSION ON UPCOMING CAPC AND PCA MEETINGS:

Trustees David Nemeth and Lois Betty, along with HR Generalist Stephen Cloeters and District Manager Arthur Gardner will be attending the PCA meeting in Santa Maria on August 31. David Nemeth, Belva Bare, Stephen Cloeters, and Arthur Gardner plan on attending the CAPC meeting on October 7, 2022.

REPORT/DISCUSSION/APPROVAL OF DAVID NEMETH'S NOMINATION TO CAPC BOARD:

Trustee Belva Bare so moved to approve David Nemeth to the California Association of Public Cemeteries' Board of Directors. Trustee Candy Talley seconded, and all were in favor.

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

District Manager Arthur Gardner reported that Larry Moore of Berry Construction had visited the office a few times to keep him updated. Mr. Gardner showed the Board the latest drawings and explained that a storage room will be attached to the public restroom to be located across the road to the south of the new office.

REPORT/DISCUSSION/APPROVAL OF SOLAR POWER PURCHASE AGREEMENT:

District Manager Arthur Gardner reported that the Board had previously approved moving forward with the solar power purchase agreement with GreenDay Finance. However, after receiving the contract, he and Board Chair David Nemeth agreed the contract should undergo legal review. Attorney Mark Velasquez reviewed the document and pointed out a number of concerns, which were ironed out in a later meeting with Mr. Velasquez, Arthur Gardner, and several representatives of GreenDay Finance. Among the issues discussed were the following:

1. A question of why MCD's insurance on the solar installation would be considered primary. DM Arthur Gardner said he'd inquired with GSRMA on the insurance question and their response was that this is a typical arrangement.
2. In the event that MCD purchases the solar installation from GDF, both sides would have a say in determining its fair market value, not just GDF.
3. Any arbitration would take place in Madera or Fresno County, not Orange County.

Board Chair David Nemeth told Arthur Gardner to go ahead with the plans once he's comfortable with the resolution.

REPORT/DISCUSSION/APPROVAL ON MECHANIC AND GROUNDSKEEPER/SECURITY CLASSIFICATIONS:

District Manager Arthur Gardner presented the idea of a Weekend Groundskeeper position to help with the issues Arbor Vitae and Calvary have been experiencing on the weekends. A Weekend Groundskeeper would work three weekdays and both days of the weekend to help with the grounds and to help enforce policy. This would also reduce the amount of summer help needed. Trustee Belva Bare asked

about the impact on worker's compensation rates. Mr. Gardner stated that Golden State Risk Management Authority said that WC rates are determined by payroll and not by job risk. It was agreed that an employee in this position would not confront the public and would simply notify visitors of policy. Trustee Lois Betty asked that this item be placed on the agenda for the fall planning meeting.

The Mechanic classification was discussed. District Manager Arthur Gardner reported that this position was drawn up because of Groundskeeper Fred Verduzco's eventual retirement. The special skills he possesses could not be completed by a typical Groundsman I candidate. Trustee Lois Betty stated that a better title for the position would be Maintenance Specialist, based on past experience with a 'mechanic' job title. Trustee Candy Talley so moved to approve the Maintenance Specialist classification. Trustee Maurice Cappelluti seconded and all were in favor. The Board suggested that Fred Verduzco be given the classification now.

REPORT/DISCUSSION/APPROVAL ON EMPLOYEE EVALUATIONS:

District Manager Arthur Gardner said the Board had previously considered doing evaluations for the mountain employees at the November planning meeting. The Board agreed to review employee evaluations on the second day of the planning meeting.

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

Operations Manger Ronnie Ramirez said two new cameras were installed at Calvary Cemetery: one in the lobby, facing the restroom, and one at the office back door. A camera was also installed in the North Fork office. District Manager Arthur Gardner said the new phones are operational in the District office.

REPORT/DISCUSSION ON CEMETERY MAPPING SOFTWARE:

This item was covered following the PlotBox presentation.

REPORT/DISCUSSION OF MOSQUITO & VECTOR REPORT:

District Manager Arthur Gardner reported everything is going well.

REPORT/DISCUSSION ON CEMETERY SECURITY REPORT:

Zaks Security report shows there was one issue at Calvary that was taken care of.

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

Nothing to report.

REPORT/DISCUSSION ON PERS UNFUNDED LIABILITY PAYMENT:

District Manager Arthur Gardner reported that he attempted to pay the annual lump sum payment to cover the unfunded liability. Paying it all at once gives the District a discount. He was mistaken and the amount he paid was for just one month, so the District will not get a discount. Board Chair David Nemeth said that as older employees retire, new employees will have to pay ½ of their retirement, which will decrease costs for the District.

ADJOURNMENT: 8:85 p.m.