



MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 27, 2022

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, SEPTEMBER 27, 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
RONNIE RAMIREZ - OPERATIONS MANAGER
CRUZ MAGDALENO - CALVARY SUPERINTENDENT
JESUS BRAVO - CALVARY GROUNDSMAN I

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 Lois Betty presented the flag.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None

CONSENT CALENDAR:

Next meeting will be held October 25, 2022. Trustee Belva Bare moved to approve the consent calendar, Trustee Candy Talley seconded, and all were in favor.

POLICY REVIEW:

Trustee Belva Bare pointed out there are differences between the written Policy on Decorating Graves and the handout the District gives to customers. Trustee Lois Betty suggested that perhaps the Board had approved addendums to the policy but they were not inserted into the Policies and Procedures Manual. HR Generalist Stephen Cloeters said a new policy has been drafted for the upcoming revision to the

P&P Manual. A conversation was held regarding families and markers dealers adding pictures to headstones after installation with gang signs and symbols. Trustee Candy Talley suggested a policy be written to guide monuments dealers on the matter. This policy will be addressed in the October Board meeting.

RECESS TO CLOSED SESSION:

Chairperson David Nemeth asked for a closed session.

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN DURING

Chairperson David Nemeth reported no action was taken.

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

District Manager Arthur Gardner reported that he and Operations Manager Ronnie Ramirez had met with the sales representative from Aramark and that cost containment will save the District around \$140 a month. Board Chair David Nemeth suggested the idea of getting uniforms for Trustees to wear at conferences. Arthur Gardner reported that Ronnie Ramirez had ordered new hats for the grounds crew, mesh hats that are cooler. Mr. Ramirez said he'd ordered new hard hats because he'd found out that they should be replaced every five years due to cracks and degradation of the plastic. Trustee Lois Betty thanked him for doing the research.

REPORT/DISCUSSION/APPROVAL ON EMPLOYEE HANDBOOK:

The Board of Trustees had previously received the proposed revised Employee Handbook at the July 26, 2022 Board meeting. Multiple Board members raised questions and pointed out edits to be made. Trustee Candy Talley moved to approve and adopt the 9/27/22 edition of the Employee Handbook. 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 ON UPCOMING CAPC MEETING:

It was determined that Trustees David Nemeth and Belva Bare, along with HR Generalist Stephen Cloeters and District Manager Arthur Gardner would be attending the CAPC meeting on October 7, 2022.

REPORT/DISCUSSION/APPROVAL OF DATE OF DECEMBER BOARD MEETING:

District Manager Arthur Gardner questioned whether the Board desired to hold a Board meeting in December and, if so, what date. Trustee Maurice Cappelluti said a meeting should be held because of the it's a long time from November to January. Board Chair David Nemeth said the Board would hold a meeting December 13, 2022.

REPORT/DISCUSSION/APPROVAL ON TRUSTEE LIFE INSURANCE:

HR Generalist Stephen Cloeters reported he'd researched alternatives to the District's current life insurance for trustees. Increasing the trustees' insurance payout would double their premiums but the cost is still minimal. Board Chair David Nemeth said the higher amount makes sense. Trustee Candy Talley so moved to approve the change and Trustee Lois Betty seconded. All were in favor.

REPORT/DISCUSSION ON NEW DISTRICT OFFICE AND ARBOR VITAE

MAUSOLEUMS:

District Manager Arthur Gardner reported the project is slowly moving forward and that a few trees would need to be removed to make room for the building. A discussion on saving trees followed and Operations Manager Ronnie Ramirez said trees would be spared from being cut down whenever possible. DM Arthur Gardner commented on the lack of character in the look of the building and requested that the Board keep their eyes out for design ideas they like. Ronnie Ramirez stated that Larry Moore from Berry Construction generally adds interesting design features as his projects progress. A discussion about foliage around the building followed.

REPORT/DISCUSSION/APPROVAL OF SOLAR PROJECT:

District Manager Arthur Gardner reported there is a septic tank and leach line in the dirt lot at Calvary where the solar installation was supposed to go. Because of that, the solar panels would have to be moved southward towards the fence and a row of oak trees would have to be removed to avoid shade. Another option is to place the panels on the east side of the shop building, but that would mean Dennis Meisner, who is leasing land from the District, would have to remove some of his grape vines. Mr. Gardner said he would speak with Mr. Meisner

Mr. Gardner also said he'd spoken with Verizon Wireless about getting internet service so GreenDay Finance can meter electricity use. Verizon has an internet box that costs \$40 per month with no installation fee. Verizon can also provide internet service for Oakhill and North Fork cemeteries so they can use the PlotBox mapping software.

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

District Manager Arthur Gardner said security cameras have been installed and are operating in every cemetery except for Arbor Vitae. We are waiting on the contractor.

REPORT/DISCUSSION ON CEMETERY MAPPING SOFTWARE:

DM Arthur Gardner reported that Office Technician Tracy Isaak and Office Assistant Kerry Smith visited Lemoore Public Cemetery to check out PlotBox. They reported liking what they saw but admitted that changing from the norm would be the hardest part. Trustee Candy Talley so moved to approve signing the contract and paying it out over five years rather than a lump sum. Trustee Belva Bare seconded and all were in favor.

REPORT/DISCUSSION OF MOSQUITO & VECTOR REPORT:

District Manager Arthur Gardner reported Madera Mosquito and Vector Control has done a great job.

REPORT/DISCUSSION ON CEMETERY SECURITY REPORT:

Zaks Security's report showed no incidents. District Manager Arthur Gardner stated that Zaks had initially charged for service on two Fridays but he'd called them and they said they removed those charges. Mr. Gardner reported that Gatekeeper Harvey Farr quit in early September. Groundsman I Omar Verdugo covered for him the weekend Harvey quit and then Zaks Security was contracted to open and close the

mausoleum doors. Ruben, a man who is at Arbor Vitae Cemetery daily could be a candidate to take over the gatekeeper role.

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

Board Chair David Nemeth reported several investments. Bond rates have improved significantly. He requested that investment statements be included in future Board packets for future meetings.

REPORT/DISCUSSION ON PCA MEETING IN SANTA MARIA:

Trustee Lois Betty reported she was thankful she went to the PCA meeting. She asked whether a member of the Board should be appointed as secretary/treasurer and whether that person should be bonded. At the PCA meeting, Mark Marshall of Golden State Risk Management Authority said the bond is included in their insurance. Board Chair David Nemeth said DM Arthur Gardner is the treasurer and the Board asked Mr. Gardner to look into this further.

Chairman David Nemeth also requested that Investment Policy be placed on November's agenda.

HR Generalist Stephen Cloeters completed a course in HR through the Wharton School of Business. The Board congratulated him.

ADJOURNMENT: 8:40 pm