



MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 13, 2022

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, DECEMBER 13, 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
BELVA BARE

PUBLIC/EMPLOYEES PRESENT:

ARTHUR GARDNER - DISTRICT MANAGER
STEPHEN CLOETERS - H.R. GENERALIST
TRACY ISAAK - OFFICE TECHNICIAN
RONNIE RAMIREZ - OPERATIONS MANAGER

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, Candy Talley, and Belva Bare were present. Maurice Cappelluti was excused for medical reasons.

PLEDGE TO THE FLAG:

Trustee Candy Talley presented the flag.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None

CONSENT CALENDAR:

Trustee Candy Talley questioned the amount of two large refund checks that had been issued. Customers are entitled to a full refund, minus Endowment Care and both checks in question had been issued per standard process. Trustee Belva Bare questioned the large amount of money held in reserve on the Trial Balance in the financial reports. Office Technician Tracy Isaak saw that the report had been run incorrectly and provided the Board with a corrected copy wherein the amounts were much lower. Next meeting will be held January 24, 2023. Trustee Lois Betty moved to approve the consent calendar with corrections, Trustee Candy Talley seconded, and all were in favor.

RECESS TO CLOSED SESSION:

There was no closed session.

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

Operations Manager Ronnie Ramirez reported that the Arbor Vitae well repairs had been completed. Anderson Pump is looking into what caused the failure. Ramirez said Anderson Pump will give the District a 20% discount on the well repair because it was just installed in 2022. If it is determined that the previous pump was faulty, the manufacturer may cover 100% of the replacement cost.

Sand in the water wore down and tore up the previous pump. Trustee Lois Betty asked if this would happen again. Mr. Ramirez said Anderson Pump does not know at this point.

A discussion ensued on whether the District could abandon its wells and switch to city water. Ronnie Ramirez responded that city water would cost a lot more money than well water does. Trustee Betty suggested the District needs to increase its budget for wells and well repairs. Mr. Ramirez said we are pumping at 390 feet and that Arbor Vitae currently has plenty of water.

REPORT/DISCUSSION/APPROVAL OF NOMINATION OF KELLY EHRMAN OF ROSEVILLE CEMETERY DISTRICT FOR HONORARY MEMBERSHIP IN CAPC:

Trustee Lois Betty moved to nominate Kelly Ehrman for honorary membership in the California Association of Public Cemeteries. Trustee Candy Talley seconded and all were in favor.

REPORT/DISCUSSION OF NEW DISTRICT OFFICE AND ARBOR VITAE MAUSOLEUMS PROJECT:

District Manager Arthur Gardner reported that Larry Moore from Berry Construction had planned on attending the meeting but that he was ill. According to Mr. Moore, all the bids for the project were locked in. Chairperson David Nemeth emphasized the need to nail down pricing and get a contract signed. HR Generalist Stephen Cloeters said there are about two-years-worth of inventory at Arbor Vitae's mausoleums. He also said Groundskeeper II Lorenzo Belmontes will check with some of his connections in the granite industry to find out if granite for the mausoleums can be found for a lower price.

REPORT/DISCUSSION OF CALVARY SOLAR PROJECT:

District Manager Arthur Gardner stated that plans have been approved for the solar installation and GreenDay Finance is waiting for proof that an internet connection has been installed. A non-wifi router has been ordered and should arrive soon. Once the internet connection is made, work can proceed.

REPORT/DISCUSSION OF CEMETERY MAPPING SOFTWARE PROJECT:

District Manager Arthur Gardner informed the Board that a kickoff call was scheduled for Thursday, December 15th, and a second call on the 22nd.

REPORT/DISCUSSION OF AGING REPORT:

The aging report discussed in the November board meeting was not a true representation of the aging report. Rather than showing which accounts were late in being paid, the report showed simply how long it had been since the contract was signed. Further work is needed to figure out a true aging report. Trustee Candy Talley asked about the process to review delinquent accounts and Arthur Gardner answered that he needs to work with Office Assistant Kerry Smith to stay on top of contract payments. Chairman David Nemeth suggested that some plots would be returned from inventory and that the District Office would have to send out letters to people delinquent on their payments.

REPORT/DISCUSSION OF OAKHILL MASTER PLAN:

Board Chair David Nemeth and Operations Manager discussed the status of the new fencing at Oakhill Cemetery. DM Arthur Gardner reported that HR Generalist Stephen Cloeters had been looking into ways to scan underground to see where there is granite. This would be helpful in planning the layout.

Trustee Lois Betty said a plan of some sort is needed. Board Chair David Nemeth and trustee Belva Bare both suggested we speak with QK for direction.

REPORT/DISCUSSION/APPROVAL OF ADJUSTMENTS TO 2023 BUDGET:

A new policy regarding speaking with the media was discussed. Trustee Lois Betty moved to adopt it, Trustee Candy Talley seconded, and all were in favor: David Nemeth, aye; Candy Talley, aye; Lois Betty, aye; and Belva Bare, aye.

REPORT/DISCUSSION/APPROVAL OF AGING REPORT AND TERMS OF AGREEMENT TO PURCHASE BURIAL RIGHTS:

The auditor pointed out that the District had a very large aging report, meaning that a large number of account receivable are well past due. A discussion ensued on who monitors Accounts Receivable and what the standard process is for handling delinquent accounts. The District’s contract states that the District may keep all monies if a contract is cancelled because it is more than six months delinquent. DM Arthur Gardner will look into the Health & Safety Code to see if this is permissible. Trustee Belva Bare raised a question on the accuracy of the report because it seemed to show her as being delinquent on her account. Mr. Gardner said he would follow up for the next board meeting.

REPORT/DISCUSSION/APPROVAL ON OPERATIONS STAFFING LEVELS:

District Manager Arthur Gardner reported that District operations staffing has stayed level while the workload continues to increase due to more burials. The cemeteries look good, but should the emphasis be placed on maintaining the grounds or conserving funds. The Board reviewed a handout the projected the budget impact if a weekend groundskeeper were added to the current staff.

Trustee Lois Betty put forward the idea of not having a full-time employee at North Fork Cemetery. Instead, someone would work part time and would focus on office tasks. Trustee Belva Bare suggested adding an employee who would work as a floater and split time between Arbor Vitae and Calvary. Chair David Nemeth suggested now is not a good time to consider this. Trustee Betty suggested to shelve the discussion until 2023’s planning meeting.

REPORT/DISCUSSION/APPROVAL OF BUDGET ADJUSTMENTS:

Trustee Belva Bare pointed out that the District was over budget in the Safety category. DM Arthur Gardner said that overall, performance against budget is pretty good. The Board looked at potential other areas, besides Safety, where the budget could be increased, but it was decided to wait until later and see how expenses develop. Budgets can be increased as needed down the line.

Trustee Candy Talley so moved to increase the Safety budget by \$3,000 and to monitor and adjust other budgets as needed. Trustee Belva Bare seconded and all were in favor.

REPORT/DISCUSSION/APPROVAL OF BOARD CHAIR AND VICE CHAIR:

Belva Bare nominated trustee Candy Talley for Board chairperson for 2023 and Maurice Cappelluti as Vice Chair as of January 1, 2013. Trustee Belva Bare suggested board officers look into training through CSDA. Because GM Arthur Gardner's name did not appear on the agenda for approval, this item was shelved until the next board meeting in January.

REPORT/DISCUSSION OF REAPPOINTMENT OF TRUSTEE LOIS BETTY:

Board Chair David Nemeth asked which trustees were up for reappointment. General Manager said he'd but couldn't find clear records on Trustees' appointment dates but had reached out to the County for help. It was decided that Gardner should look into staggering trustee appointment dates with the County.

REPORT/DISCUSSION/APPROVAL OF INCREASING TRUSTEE COMPENSATION:

A discussion was had on the process of approving an increase and how much that increase would be, if approved. Trustee Belva Bare suggested that DM Arthur Gardner check with CAPC for input. It was decided to table this item until January, 2023.

REPORT/DISCUSSION ON CEMETERY SECURITY REPORT:

Zaks Security did not send a report in time for the meeting. District Manager Arthur Gardner stated that the District had received a credit from the security company for past over-charges.

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

Board Chair David Nemeth said there was nothing to report.

ADJOURNMENT: 7:10 p.m.