



MINUTES

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

OF THE **MADERA CEMETERY DISTRICT**

TUESDAY, APRIL 23, 2024, 5:30 p.m.

1301 ROBERTS AVE., MADERA, CA 93637

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, APRIL 23, 2024 AT 5:30 P.M. AT THE DISTRICT OFFICE BUILDING IN ARBOR VITAE CEMETERY, LOCATED AT 1301 ROBERTS AVE., MADERA, CA 93637

TRUSTEES PRESENT:

CANDY TALLEY
LOIS BETTY
BELVA BARE
DAVID NEMETH
CELESTE VOYLES

PUBLIC/EMPLOYEES PRESENT:

ARTHUR GARDNER - DISTRICT MANAGER
RONNIE RAMIREZ – OPERATIONS MANAGER
STEPHEN CLOETERS – H.R. GENERALIST
TRACY ISAAK – OFFICE TECHNICIAN
DAVID JAIMES – GROUNDSKEEPER I

CALL TO ORDER:

Chairperson Candy Talley called the meeting to order at 5:30 p.m.

ROLL CALL OF BOARD:

Chairperson Candy Talley took roll of the Board. All trustees were present.

PLEDGE TO THE FLAG:

H.R. Generalist Stephen Cloeters led the room in the Pledge of Allegiance.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None

CONSENT CALENDAR:

Trustee Lois Betty corrected the spelling of her name on page 3 in the March minutes. Trustee Lois Betty asked about the cost of liners being at 95% of budget. District Manager Arthur Gardner said that item is in the financial reports but is not something that really factors into the budget – it is tied to burial counts and rises along with revenue from liner sales.

Because two trustees will be out of town on the next scheduled day for a board meeting, it was decided to move the date from May 28 to June 4. The Regular Meeting of the Board for June will be held June 25 at the Oakhill Cemetery in Oakhurst.

Trustee Belva Bare moved to accept the Consent Calendar with the changes, Trustee David Nemeth seconded, and all were in favor.

CORRESPONDENCE:

None

ANNOUNCEMENTS:

There is a Public Cemetery Association conference in Santa Cruz on June 10. There was a brief discussion on the program and on who may be attending.

RECESS TO CLOSED SESSION:

Chairperson Candy Talley asked for a closed session to discuss personnel matters and to meet with District employees.

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN:

Chair Candy Talley reported that no action had been taken in closed session.

REVIEW/DISCUSSION OF MCD BYLAWS, SECTION C:

Regarding section C.1 of the bylaws, it was agreed that the meeting time should be moved from 5:30 p.m. to 2:30 p.m. The bulletpoints/letters in C.8 need to be corrected as they are out of sequence. The Board directed that this item be presented in the June 4 meeting.

DISCUSSION/REPORT IF NEEDED ON OPERATIONS OF MCD CEMETERIES:

Operations Manager Ronnie Ramirez said the main well at Arbor Vitae is undergoing repairs. Sand has once again destroyed the motor. Anderson Pump is blowing out the well in hopes of clearing the sand. Water level is good. Trustee Lois Betty suggested putting the well on an annual maintenance schedule and clearing the sand as a preventative measure. It was also suggested to talk with Madera City about drilling another well.

REPORT/DISCUSSION OF ACTION ITEMS FROM PREVIOUS BOARD MEETING:

District Manager Arthur Gardner reported he had spoken with the landscape architect Lees+Associates regarding development projects at Oakhill and Arbor Vitae cemeteries. The trustees would like to meet with Lees if they come out for a site visit.

Gardner spoke with County Counsel regarding the GreenDay Finance solar contract. The District is within its rights to cancel the contract. Gardner reported that he sent an email to GreenDay requesting they fulfill the terms of the contract or face potential legal action. Communications between GreenDay and the District resulted in the vendor agreeing to fulfill the contract as agreed upon.

REPORT/DISCUSSION/DECISIONS ON ARBOR VITAE SOLAR, PLOTBOX CEMETERY MAPPING, ELECTRIC VEHICLES, ARBOR VITAE MAUSOLEUM, AND CALVARY NICHE PROJECTS:

A rebate form must be submitted to the air pollution control district in order to get a rebate. Larry Moore from Berry Construction is making progress on the AV mausoleums. He has an architect and some drawings. The new set of niches for Calvary should be installed by the end of June.

REPORT/DISCUSSION OF 700 FORMS:

Some trustees have not been able to submit their 700 Forms because of the District's lack of a Conflict of Interest Code approved by the County Board of Supervisors. The person who oversees the 700 Forms with the County is on vacation. Trustees Belva Bare, Celeste Voyles, and Lois Betty have completed their forms. Candy Talley and David Nemeth are working on theirs.

REPORT/DISCUSSION/DECISION ON RESOLUTION TO CHANGE TIME OF REGULAR BOARD MEETINGS:

The completion of the new District office allows for board meetings to be held during business hours. Trustee David Nemeth moved to change the time of regular board meetings to 2:30 p.m. on the fourth Tuesday of each month, Trustee Belva Bare seconded, and all voted in favor: Candy Talley, aye; Belva Bare, aye; Celeste Voyles, aye; David Nemeth, aye, and Lois Betty, aye.

REPORT/DISCUSSION/DECISION ON ANNEXATION OF LAND ALONG HWY 41 CORRIDOR:

Trustee David Nemeth asked that an appointment be made to have County Supervisor Bobby Macaulay introduce the District to developer McCaffrey.

REPORT/DISCUSSION ON MASTER PLAN FOR ARBOR VITAE'S 10 ACRES:

This was addressed at the planning meeting. No discussion needed.

REPORT/DISCUSSION/DECISION ON RECORDS RETENTION POLICY:

The Board reviewed the proposed Records Retention Policy. It makes reference to a *Records Destruction Request Form*, which will need to be created. After correcting the date on the resolution, Trustee Lois Betty moved to adopt the policy, Trustee Celeste Voyles seconded, and Chair Candy Talley polled the Board. All voted in the affirmative: Candy Talley, aye; Belva Bare, aye; Celeste Voyles, aye; David Nemeth, aye; Lois Betty, aye.

REPORT/DISCUSSION/DECISION ON MINOR CHANGE TO MCD'S INVESTMENT POLICY:

District Manager Arthur Gardner asked to table this item until the next regular board meeting.

REPORT/DISCUSSION/DECISION ON AMENDING DEFINITION OF FAMILY TO INCLUDE STEP RELATIONSHIPS IN SPECIFIC MCD POLICIES:

The Board reviewed a policy change to allow step-relationships to be included in the District's definition of family. Trustee David Nemeth moved to approve, Trustee Lois Betty seconded. Chairperson Candy Talley polled the Board and all voted in favor: Candy Talley, aye; Belva Bare, aye; Celeste Voyles, aye; David Nemeth, aye; and Lois Betty, aye.

REPORT/DISCUSSION/DECISION ON BOARD PHOTOS AND BUSINESS CARDS:

District Manager Arthur Gardner prepared a sample business card for each trustee. The Board gave their approval of the card and general format. The Board designated a wall in the boardroom for the placement of a display of photos of District employees. Trustee Lois Betty suggested that a professional photographer should be used to take pictures of the trustees.

REPORT/DISCUSSION ON CEMETERY SECURITY:

Things have been going well with Ruben Guerra as weekend security. There had been a report of an issue with a dog that nearly attacked him, but it was exaggerated and there was no real threat.

REPORT/DISCUSSION/DECISIONS ON INVESTEMENTS FOR E.C. & PRE-NEED FUNDS WITH SANDRA WHEELER:

Trustee David Nemeth reported on two recent investments involving endowment and pre-need funds.

REPORT/DISCUSSION ON AGENDA ITEMS FOR NEXT MONTH'S BOARD MEETING:

There were no requests from the Board to place additional items on the June agenda, however Trustee David Nemeth mentioned the 130th anniversary of the Little Church at the Oakhill Cemetery. Foreman Robert Ellis will be giving cemetery tours and County Supervisor Bobby Macaulay will talk about the history of the region. Nemeth also stated that there is a place in Fresno where the District can get copies of the cemetery paintings that hang in the boardroom.

ADJOURNMENT: 7:48 p.m.