



MINUTES OF THE MEETING OF APRIL 28TH, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY APRIL 28th, 2020 AT 5:00 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE, MADERA, CA. 93637

TRUSTEE'S PRESENT:

LOIS BETTY
JIM HARPER
DAVID NEMETH
MAURICE CAPPELLUTI
CANDY TALLEY

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
JOHN ANDERSON – OPERATIONS MANAGER
TRACY ISAAK – OFFICE TECHNICIAN

CALL TO ORDER:

Chairperson David Nemeth called the meeting to order at 5:05 P.M.

ROLL CALL OF BOARD:

Chairperson Lois Betty took roll of the Board. All Board Members were present. Trustee Maurice Cappelluti telephone conference.

PLEDGE TO THE FLAG:

Tracy Isaak presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

Additions to the Agenda Reports. Item 8 A1: Discussion/Report/Approval of burial of Evaristo Castaneda.

PUBLIC COMMENT ON ANY AGENDA ITEM:

No public comment.

CONSENT CALENDAR:

Trustee David Nemeth asked for the approval of the Consent Calendar for the Regular Meeting dated March 28th 2020. Trustee Candy Talley asked for corrections regarding agenda items to be stated as “aye”, correction on second page regarding the audit, it does not state Trustee David Nemeth and Trustee Jim Harper stating “aye”, page three, last paragraph should state “Belva Bare stated this would be. Chairperson Lois Betty stated asked for a correction on the second page at top. “Next meeting will be April 28th, 2020 Planning Meeting will be May 19th, 2020 with the next regular meeting on May 26th, 2020. Trustee Jim Harper

made a motion to accept the Consent Calendar with corrections. Trustee Candy Talley seconded the motion to accept the consent calendar. The next regular meeting will be May 26^h, 2020,

Motion on consent calendar: A unanimous vote was had.

RECESS TO CLOSED SESSION:

Chairperson Lois Betty asked for close session.

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN DURING CLOSED SESSION:

No action taken

DISCUSSION/REPORT/APPROVAL OF GSRMA PRESENTATION AND COST FOR THE 2020\2021 YEAR VIA ZOOM:

Mark Marshall from GSRMA thanked the Board. Mark reviewed the Contribution Indication Sheet. He stated there will be an increase of costs this year. After a short discussion regarding cost increases and MCD's risk management credit, Mark discussed future classes for Harassment and Ethics. Trustee Jim Harper thanked Mark Marshall for his service. District Manager Belva Bare stated the cost is tentative with the information that the Board has in front of them. Trustee Candy Talley made a motion to accept the cost quoted. Trustee Jim Harper seconded the motion. Chairperson Lois Betty "aye", Trustee David Nemeth "aye" Trustee Candy Talley "aye" Trustee Jim Harper "aye" Trustee Maurice Cappelluti "aye"

DISCUSSION/REPORT/APPROVAL OF BURIAL OF EVARISTO CASTANEDA:

District Manager Belva Bare reviewed a timeline of events regarding an error in mapping and would like the Boards direction. After a short discussion it was decided to offer two options to the Castaneda family. Trustee Jim Harper made a motion to approve two options for the Castaneda family to consider. Trustee Candy Talley seconded the motion. All Board members were in favor.

DICUSSION/REPORT OPERATIONS MANAGER REPORT:

Trustee Jim Harper stated we are proud of the staff and MCD.

DISCUSSION/REPORT/APPROVAL CALVARY VEHICLE STONE DAMAGE AAA REIMBURSEMENT:

District Manager Belva Bare stated AAA Insurance is offering a settlement of \$4,500.00 for a headstone damage accident. Bare stated this amount is from a quote received from Accent Monuments along with our setting costs. Trustee David Nemeth made a motion to accept the settlement of \$4,500.00 from AAA Insurance. Trustee Candy Talley seconded the motion. All Board Members were in favor. .

DISCUSSION/REPORT/APPROVAL OF WREATHERS ACROSS AMERICA:

Office Technician Tracy Isaak stated the Madera High South is ready to come to present but because of Covid-19 they will make it another date.

DISCUSSION/REPORT/APPROVAL OF PANDEMIC INFORMATION & STRATEGIES FOR MADERA CEMETERY DISTRICT:

District Manager Belva Bare present to the Board information and guidelines of direction for the Madera Cemetery District regarding pandemic protocol. It states direct burial only for both cremation and full burials. Bare also stated this is posted on our website. Trustee David Nemeth asked we insert information regarding bullet #3 “required people who are ill or who are part of an at-risk population be placed under PREFERENCE on our information. Trustee Jim Harper made a motion to approve with the correction. Trustee Candy Talley seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT/APPROVAL OF MADERA CEMETERY DISTRICT’S RECOMMENDATION FROM THE MADERA COUNTY HEALTH DEPT.:

District Manager Belva Bare reviewed the information from the Madera County’s Health Dept. Chairperson Lois Betty asked about continuing on a four day work week regarding “Shelter in Place”. Trustee David Nemeth made a motion to continue on a four day work week and to be evaluated per week as needed. Trustee Jim Harper seconded the motion. All Board Members were in favor.

REPORT/DISCUSSION OF IMPLEMENTING DOCUSIGN FOR INTERMENT SIGNATURES:

District Manager Belva Bare reviewed cost information with the Board. After a short discussion Trustee Candy Talley made a motion to approve purchasing DocuSign. Trustee Jim Harper seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT/APPROVAL OF TELEPHONE & ZOOM MEETINGS IF NEEDED:

District Manager Belva Bare stated we have purchased Zoom if needed for meetings. Trustee Candy Talley made a motion to approve the purchase. Trustee David Nemeth seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT REGARDING EMPLOYEE ILLNESS PROCEDURE, SELF QUARANTINE;

District Manager Belva Bare stated this is a procedure if one of our employees becomes ill or has to self quarantine. Legally it is 14 days out sick.

DISCUSSION/REPORT OF PPE COVERINGS PROVIDED BY MADERA CEMETERY DISTRICT FOR THE EMPLOYEES:

District Manager Belva Bare stated we have purchased masks for all employees.

DISCUSSION/REPORT/APPROVAL OF TEMPORARY EMERGENCY POLICY REGARDING PANDEMIC:

District Manager Belva Bare reviewed a temporary emergency policy. It was stated the Board would like this to read “Shelter in Place Order” Trustee Jim Harper made a motion to approve the “Shelter in Place Order” Trustee

Candy Talley seconded the Motion. All Board members were in favor. Chairperson Lois Betty “aye” Trustee David Nemeth “aye” trustee Candy Talley “aye” Trustee Jim Harper “aye” Trustee Maurice Cappelluti “aye”

DISCUSSION/REPORT/APPROVAL OF POLICY ON DESIGNATION OF FAMILY CREMATION PLOT:

Chairperson Lois Betty stated the Board as a whole would like to state: In the event of a non used second companion liner, the remaining pertinent direct family members may designate to use as a cremation family plot. Not more than a total of six burials may be placed in a single plot. A headstone must accommodate all six names. Trustee Candy Talley made a motion to accept this policy. Trustee David Nemeth seconded the motion. Chairperson Lois Betty took a poll of the Board. Chairperson Lois Betty “aye” Trustee David Nemeth” aye” Trustee Candy Talley “aye” Trustee Jim Harper “aye” Trustee Maurice Cappelluti “aye”

DISCUSSION/REPORT/APPROVAL FOR, MAY 25TH, 2020 MEMORIAL DAY PRESENTATION:

District Manager Belva Bare stated she isn’t sure it is going to happen. Belva stated she has contacted the Calvary Cemetery and the Priest will not be presenting on Memorial Day.

DISCUSSION/REPORT/APPROVAL OF CEMETERY CLOSURE FOR MAY 9TH, 10TH, 2020 “MOTHER’S DAY:

District Manager Belva Bare stated she would like to have the gates closed on Mother’s Day week, the turn styles will be open for walk in traffic. We have a large influx of people that set up BBQ and picnics during this weekend. I have an email out to the Health Dept regarding their recommendation. Trustee David Nemeth made a motion to close the gates for Mothers Day weekend. Trustee Jim Harper seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT/APPROVAL OF DESIGN OF NICHE PROJECT OAKHILL CEMETERY:

District Manager Belva Bare stated she has spoken with Jimmy Pinocchio regarding of concerns on companion niches. Jimmy had stated there will be ten companions on each side of the niche banks. We are moving forward with this project.

DISCUSSION/REPORT/ADDITIONS OF ANY ITEMS FOR THE ANNUAL PLANNING MEETING:

District Manager Belva Bare handed out budget booklets. Salaries and GSRMA are not included. This is just a general overview of information. District Manager Belva Bare asked if the Board would like this done as a Board or as a committee. Trustee Candy Talley stated she would like to do this as a Board. The Board of Trustees decided to go forward with a Planning Meeting on May 19th, 2020 at 9:00 a.m.

DISCUSSION/REPORT ON GSRMA HARASSMENT & ETHICS TRAINING ON-LINE:

No discussion was needed

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated all is going well. Mosquito Abatement is currently dropping pellets.

DISCUSSION/REPORT ON WESTLAKE PROPERTY:

No discussion was needed.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

District Manager Belva Bare stated interesting report, please read over the issues reported

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

Trustee David Nemeth stated we will be putting money to work because the market is stable. Trustee David Nemeth stated we are currently yielding 2.46 percent for Endowment and 2.55 % for preneed.

Trustee Jim Harper stated we sure appreciate what you do. District Manager Belva Bare stated she has submitted the transfer for the preneed in the amount of \$200,000.00.

ADJOURNMENT: 7:28 p.m.