



## **MINUTES OF THE MEETING OF DECEMBER 14TH, 2021**

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, DECEMBER 14TH, 2021 AT 5:30 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE., MADERA, CA 93637

### **TRUSTEES PRESENT:**

DAVID NEMETH  
JIM HARPER  
LOIS BETTY  
CANDY TALLEY  
MAURICE CAPPELLUTI

### **PUBLIC/EMPLOYEES PRESENT:**

BELVA BARE -DISTRICT MANAGER  
ARTHUR GARDNER – ASST. MANAGER  
TRACY ISAAK – OFFICE TECHNICIAN  
JOHN ANDERSON – OPERATIONS MANAGER  
RONNIE RAMIREZ – SUPERINTENDENT

### **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. All Board members were present.

### **PLEDGE TO THE FLAG:**

Trustee Candy Talley presented the flag.

### **CHANGES TO THE AGENDA IF NECESSARY:**

Trustee Lois Betty stated Compensated Absences was not added to the agenda, district Manager Belva Bare stated she will have all information at next meeting.

### **PUBLIC COMMENT ON ANY AGENDA ITEM:**

**None.**

### **CONSENT CALENDAR:**

January meeting has been changed to Wednesday, January 26<sup>th</sup>, 2022. Trustee Candy Talley stated a correction was needed for the November 9<sup>th</sup> meeting, On page 3, paragraph 2, fourth row, should read “performed on 3-5 written goals that have been agreed on by both.” Chairperson David Nemeth stated *Wells Fargo* should be changed to *Stifel*. Trustee Jim Harper moved to accept the consent calendar. Trustee Candy Talley motioned to second. All were in favor.

**RECESS TO CLOSED SESSION:**

Chairperson David Nemeth asked for 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 John Anderson stated pipe, plumbing and wiring are done on the Calvary well project and we are waiting on the main component for the well and all will be completed. Trustee Jim Harper asked how deep we are with the well. Anderson stated 504 ft (it was at 160ft). Trustee Lois Betty asked where will the pump be set at. Anderson stated at 350 ft.

**DISCUSSION/REPORT/APPROVAL OF CALVARY WELL COMPLETION:**

Discussion was had during Operations report.

**DISCUSSION/REPORT OF CEMETERY DEDICATIONS:**

Assistant Manager Arthur Gardner stated he had received information from Trustee Candy Talley regarding the APN's of all the cemeteries. Gardner stated he has contacted the County Recorder's office they stated we would need to come into their office for research to find this information. Gardner stated they seemed confused that we were asking. District Manager Belva Bare stated she contacted the California Association of Public Cemeteries and found that if you dedicated your cemeteries you would be answering to the city & county. District Manager Belva Bare stated we are dedicated for burials for Madera County. After a short discussion it was decided to document our investigation and we will continue to investigate the aspect of dedication. Trustee Jim Harper stated that we may need to get a little more information from Attorney Mark Velasquez.

**DISCUSSION/REPORT OF ADAIR & EVANS AUDIT:**

District Manager Belva Bare reported that our 2020-2021 audit will be presented at our January meeting.

**DISCUSSION/REPORT/APPROVAL OF SALARY SCHEDULE:**

Assistant Manager Arthur Gardner distributed the salary schedule to the Board. The Board discussed additional ideas for changes. This would be for new employees beginning January 1<sup>st</sup>, 2022. Trustee Lois Better would like to see the bottom line on the suggested changes. Trustee Jim Harper stated he would like to keep the one year salary increase for new employees to be at 5%. Trustee Jim Harper asked if we could modify the salary schedule at any time, to which Assistant Manager Arthur Gardner stated yes. Trustee Lois Betty stated the employees also get an annual increase in salary. Trustee Candy Talley would like to compare the current salary schedule with the new at next meeting.

**DISCUSSION/REPORT/APPROVAL OF REQUEST OF ONE-TIME INCREASE OF ALLOWABLE VACATION HOURS TO ROLL OVER TO 2022:**

District Manager Belva Bare read a petition regarding special consideration for a one time change to our current rules for vacation carryover as covered in our current employee handbook. Right now we can carry over to the following year 160 vacation hours. Chairperson David Nemeth asked what are the maximum hours that can be carried over. District Manager Belva Bare stated 160 hours. A short discussion was had. A motion was made by Trustee Maurice Cappelluti to approve the vacation carry over for any hours that would have gotten lost. Trustee Candy Talley seconded the motion. All Board Members were in favor.

**DISCUSSION/REPORT/APPROVAL ON DISTRICT OFFICE LOCATION:**

Trustee Jim Harper stated he met with District Manager Belva Bare, Trustee Maurice Cappelluti, Larry Moore, and others to discuss a possible location for the new office. After a short discussion regarding the PG&E easement, the building's layout, and the need for an office that serves the public, it was decided to move forward with the office project in January, 2022. Trustees Lois Betty and Candy Talley volunteered to be on the design committee.

**DISCUSSION/REPORT OF CALVARY NICHES:**

District Manager Belva Bare said the niches are on their way.

**DISCUSSION/REPORT OF ARBOR VITAE MAUSOLEUMS:**

Trustee Jim Harper asked whether Larry Moore of Berry Construction would be able to build mausoleums and new office at the same time. District Manager Belva Bare reported Arbor Vitae is low on companion mausoleums but is ok on its singles inventory.

**DISCUSSION/REPORT/APPROVAL OF SOLAR PANELS FOR ARBOR VITAE:**

Assistant Manager Arthur Gardner reported having some difficulty getting three bids because of the size of Arbor Vitae's project. It is too big for some and too small for others. He reported the Turnkey Solar has been very professional and would prefer to move forward with their proposal. A discussion on timing and payment options followed. Trustee Jim Harper moved to proceed with the Turnkey Solar proposal, provided that management reviews their contract and finds it satisfactory. All were in favor.

**DISCUSSION/REPORT/APPROVAL RE: LOCAL CORONAVIRUS FISCAL RECOVERY FUND:**

Assistant Manager Arthur Gardner reported that no response had been received from the County Administrative Officer regarding MCD's request for Coronavirus Recovery funds and that a follow-up email had been sent. The text of the original email was sent to Karen Pogue of the Board of Supervisors and she responded almost immediately that she would present it to the Board. District Manager Belva Bare stated that there is reportedly a second round of Federal funds coming in. The idea of attending an upcoming Board of Supervisors meeting was discussed. Trustees Jim Harper and Candy Talley said they would be interested in attending.

**DISCUSSION/REPORT OF MOSQUITO & WESTLAKE CLEANUP:**

District Manager Belva Bare said it is time to do a cleanup of the Westlake Property. Trustree Lois Betty moved to keep the item on the agenda, Trustee Maurice Cappelluti seconded and all were in favor.

**DISCUSSION/REPORT ON MARCH CAPC CONFERENCE:**

District Manager Belva Bare asked who of the Trustees are planning on attending the CAPC meeting in March. Trustees Lois Betty, Candy Talley, Jim Harper, and possibly Maurice Cappelluti answered in the affirmative. David Nemeth said he may be out of state.

**DISCUSSION/REPORT OF MOSQUITO & VECTOR REPORT:**

Nothing to report.

**DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:**

Nothing to report.

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

Nothing to report

**DISCUSSION/REPORT/APPROVAL OF COMPENSATED ABSENCES:**

Trustee Lois Betty motioned that this agenda item be moved to the January Board meeting. Trustee Candy Talley seconded and all agreed.

**ADJOURNMENT:** 7:45PM.