



MINUTES OF THE MEETING OF FEBRUARY 23RD, 2021

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY FEBRUARY 23rd, 2021 AT 5:30 P.M. AT ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE, MADERA, CA. 93637

TRUSTEE'S PRESENT:

LOIS BETTY
JIM HARPER
MAURICE CAPPELLUTI
CANDY TALLEY
DAVID NEMETH

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
TRACY ISAAK – OFFICE TECHNICIAN
JOHN ANDERSON – OPERATIONS MANAGER
RONNIE RAMIREZ – SUPERINTENDENT
BRAD DITTON – VIA ZOOM PUBLIC

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 Maurice Cappelluti presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

Discussion/Report from Brad Ditton regarding Westlake Property
Discussion/Report Webinar Registration – Hiring the Right District Manager. Board Committee Check List.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None.

CONSENT CALENDAR:

Trustee Lois Betty asked for a correction to the minutes regarding a suggestion of having a subject and presenting it during the planning meeting. Chairperson David Nemeth stated he would like to expand the meeting to a later date in the year. Trustee Candy Talley stated a misspelling to her name in

the minutes. Trustee Jim Harper made a motion to approve the consent calendar. Trustee Candy Talley seconded the motion. Trustee Candy Talley moved to accept item B & C to the consent calendar. Trustee Jim Harper 2nd the motion. The next regular meeting will be Tuesday, March 23rd, 2021 at 5:30 p.m.

Motion on consent calendar: A unanimous vote was had.

RECESS TO CLOSED SESSION:

Chairperson David Nemeth asked for close session.

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

No action taken

DISCUSSION/REPORT FOR WEBINAR REGISTRATION – HIRING THE RIGHT DISTRICT MANAGER:

All Board Members stated attendance.

DISCUSSION/REPORT/APPROVAL ON LEASE AGREEMENT WITH D & D AG SERVICES AS PER COUNTY COUNSEL:

District Manager Belva Bare stated County Counsel has change the wording of a few items. Please review and resign. Trustee Maurice Cappelluti made a motion to accept the changes from County Counsel. Trustee Candy Talley seconded the motion. All Board members were in favor. Chairperson David Nemeth polled the Board. Trustee Candy Talley aye, Trustee Maurice Cappelluti aye, Trustee Lois Betty aye, Trustee Jim Harper aye, and Chairperson David Nemeth aye.

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

Operations Manager John Anderson stated we have been very busy. Trustee Lois Betty stated a concern regarding a few cedar trees at the Arbor Vitae Cemetery.

DISCUSSION/REPORT DESIGN OF NICHE PLAQUE FOR THE CHAPEL VIEW NICHES OAKHILL CEMETERY:

District Manager Belva Bare reviewed styles of dedication plaques. Trustee Candy Talley made a motion for the pewter in color plaque and for placement on the existing boulder. Trustee Jim Harper seconded the motion. All Board members were in favor.

DISCUSSION/REPORT/GLASS FRONT NICHES, CALVARY CEMETERY:

District Manager Belva Bare presented pictures of the continuing construction. Bare stated we have the public asking for completion date for purchase. Other pictures were presented regarding the completion of two gators and their modifications. These utility vehicles are in service at the Arbor Vitae and Calvary Cemeteries.

DISCUSSION/REPORT/APPROVAL OF CALVARY NICHES:

District Manager Belva Bare stated nothing to report at this time.

DISCUSSION/REPORT/APPROVAL OF CALVARY WELL:

District Manager Belva Bare stated she is still working on the information for the County. Operations John Anderson reviewed a series of pictures with the Board for placement of the well. Trustee Jim Harper asked how deep we will be going? Anderson stated 600 feet. Operations Manager John Anderson stated we are still working with the County for approval.

REPORT/DISCUSSION/APPROVAL OF LAFCO MUNICIPAL SERVICE REVIEW FOR MADERA CEMETERY DISTRICT:

District Manager Belva Bare stated as per Board instruction she has contacted Jerome Keene from QK Planning. Jerome had informed District Manager Belva Bare that Lafco is doing a municipal service review for both the Madera and Chowchilla Cemetery Districts. Jerome Keene stated he believes the District at this time does not need to do anything other than participate in the process. Keene stated QK is in the process of putting a proposal to do this work and will disclose that we are currently contracted with the Madera Cemetery District for on call services. Keene stated he does not believe there would be any conflict of interest. Jerome Keene stated he will be leaving QK Planning and that QK is on call with Madera Cemetery District. We have a contract with a wide range of services.

DISCUSSION/REPORT REGARDING COVID EXPOSURE PROCEDURES:

District Manager Belva Bare stated we recently had an employee that has tested positive for Covid-19. We implemented our Covid procedures. All employees for this cemetery went into quarantine, we had a cleaning crew come in to disinfect and the employees from another cemetery came in and take over burial service procedures.

DISCUSSION/REPORT/APPROVAL PUBLIC WORKS CONTRACT POLICY:

District Manager Belva Bare stated after review of the Public Works Contract we will need to put this in the Policy and Procedure Manual after the Boards corrections and approval. It was stated we can continue work with Larry Moore of Berry Construction because of extension on construction. After a short discussion and corrections. Trustee Candy Talley made a motion to

accept the Public Works Contract. Trustee Jim Harper seconded the motion. Chairperson David Nemeth took a poll of the Board. Trustee Jim Harper aye, Trustee Lois Betty aye, Trustee Candy Talley aye, Chairperson David Nemeth aye.

DISCUSSION/REPORT/ APPROVAL OF RELEASE OF LIABILITY POLICY:

District Manager Belva Bare review the Release of Liability Policy with the Board. This policy releases the Madera Cemetery District from liability from contractors. Trustee Candy Talley Madera a motion to approve the policy. Trustee Jim Harper seconded the motion. All were in favor. Chairperson David Nemeth polled the Board. Trustee Lois Betty aye, Trustee Maurice Cappelluti aye, Trustee Jim Harper aye, Trustee Candy Talley aye, Chairperson David Nemeth aye.

DISCUSSION/REPORT/APPROVAL OF ADDITION TO THE FLOWER POLICY:

District Manager Belva Bare presented pictures of areas with multiple flower arrangements, lights, boxes and wooden items on gravesites, along with hooks on mausoleum crypts. She stated we have done a cleanup of these areas. We have a need to change item number 6 to be precise on rules. We are changing the wording for new gravesite location. When no stone or setting is present only two flower bouquets may be placed. Excessive flower placement will be removed. Trustee Lois Betty made a motion to accept the Flower Policy with addition of item number six. Maurice Cappelluti seconded the motion. All were in favor. Chairperson David Nemeth polled the Board. Trustee Lois Betty aye, Trustee Maurice Cappelluti aye, Trustee Jim Harper aye, Trustee Candy Talley aye, Chairperson David Nemeth aye.

DISCUSSION/REPORT/APPROVAL OF WAIVER OF FLOWER STAND CHARGES FOR 2020:

District Manager Belva Bare stated we store flower stands for the florist that are left at the cemetery for pick up. We normally charge the florist \$1.00 per stand when picked up. Due to Covid-19 and the opening and closing of small businesses, I would like to waive these fees for the 2020 year. Trustee Lois Betty suggested waving the fee for both the 2020 year and 2021 year. Trustee Lois Betty made a motion to waive the fees for the 2020 year and 2021 year. Trustee Candy Talley seconded the motion. All Board members were in favor.

DISCUSSION/REPORT/APPROVAL OF WESTLAKE PROPERTY:

Trustee Jim Harper stated regarding the potential sell of the Westlake Property, we will need to confer with our attorney. After a short discussion it was decided to contact our attorney Mark Velasquez regarding proceeding forward for information regarding the sell.

DISCUSSION/REPORT CAPC HARASSMENT TRAINING, TUESDAY, FEBRUARY 9TH, 2021:

District Manager Belva Bare stated Trustees Jim Harper, Maurice Cappelluti and Lois Betty attended. Trustee Harper stated that attorney Robert Hunt does a great job.

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated nothing to report.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

District Manager Belva Bare stated nothing to report.

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

Trustee David Nemeth stated nothing to report.

DISCUSSION/REPORT ON QUESTIONNAIRE FOR THE BOARD OF SUPERVISORS:

District Manager Belva Bare stated she has received a questionnaire from the Board of Supervisors office regarding our Board of Trustees. On the questionnaire information regarding contact information, Chairperson's name, Acting authorization and required conflict of interest was asked. Bare stated they are updating their records.

ADJOURNMENT: 7:39 p.m.