



MINUTES OF THE MEETING OF JULY 20TH, 2021

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY JULY 20TH, 2021 AT 5:30 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE, MADERA, CA. 93637

TRUSTEE'S PRESENT:

DAVID NEMETH
JIM HARPER
LOIS BETTY
CANDY TALLEY

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
KERRY SMITH – OFFICE ASSISTANT
JOHN ANDERSON – OPERATIONS MANAGER
RONNIE RAMIREZ – SUPERINTENDENT
NANCY RAMOS- CPA
GARRY RIEZEBOS – CPA

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 with the exception of Maurice Cappelluti, excused.

PLEDGE TO THE FLAG:

Superintendent Ronnie Ramirez presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

Presentation from Garry Riezebos – CPA Adair and Evans regarding contract signature. North Fork Pump replacement and David Nemeth running for CAPC Board. Trustee Lois Betty made a motion to accept the additions. Trustee Candy Talley seconded the motion. All were in favor.

PUBLIC COMMENT ON ANY AGENDA ITEM:

None.

CONSENT CALENDAR:

Trustee Jim Harper made a motion to approve the consent calendar & minutes. Trustee Candy Talley seconded the motion. Next Board Meeting will be August 24th, 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 IF NEEDED ON OPERATIONS OF M.C.D. CEMETERIES:

Operations Manager John Anderson stated all is going well with the exception of the North Fork pump.

DISCUSSION/REPORT/APPROVAL OF 2019-2020 AUDIT PRESENTED BY NANCY RAMOS CPA OF HILLS RENAUT HOMEN & HUGHES :

Nancy Ramos presented the audit. Nancy Ramos presented a governance letter of explanation for District Manager Belva Bare and Office Technician Tracy Isaak to sign. Chairperson David Nemeth asked for a correction on draft pg 14 regarding correction of name from Wells Fargo to Stiffel. Page 16 a correction on the pension plan obligation regarding retire at age 55 and to remove years of service. District Manager asked if the State Controllers Report had been filed. Ramos stated it will be sent in after the final copy of the financial statement is approved. Nancy Ramos stated that 2020 was a very good year, the assets were up and liabilities are down. Ramos stated the audit will be finalized on Wednesday and she will provide three copies. Trustee Jim Harper made a motion to accept the audit as presented. Trustee Candy Talley seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT OF GARRY RIEZEBOS CPA OF ADAIR & EVANS CORPORATION:

District Manager Belva Bare introduced Gary Riezebos of Adair & Evans. Garry Reizebos presented his qualifications and other public cemetery audits. Riezebos stated he audits many Special Districts, including Water Districts and Cemeteries. Riezebos stated the Cemetery Audit will be completed by January 1 due to the State Controllers report is due. A short discussion was had that the Auditor works for the Board of Trustees.

DISCUSSION/REPORT/APPROVAL OF POLICY REGARDING MAUSOLEUM, PLACEMENT:

District Manager Belva Bare stated she would like to change or add to the policy regarding placement of a full size body in the mausoleum. It would state:

- All mausoleum entombments shall be placed in a casket tray.
- If said body has not been embalmed Madera Cemetery District requires a sealed casket.
- Additional cremation placement in the mausoleum will not be allowed with a non-embalmed body.
- Mausoleum non-embalmed bodies shall not be disinterred. Unless under court order.
- Placement of cremation allowed only if body is embalmed and placed in a sealed casket.

Trustee Candy Talley made a motion to change the policy for mausoleum placement. Trustee Jim Harper seconded the motion. All Board Members were in favor,

DISCUSSION/REPORT/APPROVAL OF 2021 EMPLOYEE MANUAL:

District Manager Belva Bare asked for approval of the employee manual submitted by Attorney Bob Hunt. Trustee Lois Betty made a motion to accept the current Employee Manual. Trustee Jim Harper seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT ON BURIAL COUNT FOR THE FISCAL YEAR:

District Manager Belva Bare stated we had an increase of 187 burials for the fiscal year. We have been very busy this last year.

DISCUSSION/REPORT OF CALVARY NICHES:

District Manager Belva Bare stated the cement has been poured we are now waiting for the niches themselves.

DISCUSSION/REPORT/APPROVAL OF EXCEPTION OR WAIVER REGARDING BURIAL OF FAMILY MEMBER'S CREMATION:

District Manager Belva Bare stated MCD has received a letter regarding an exception to the policy of direct family member only burial. A discussion on right of succession was had and Bare discussed why this policy was in place. It was decided to provide an exception of this policy for this family. This policy will be an exception that is on case by case bases. Trustee Candy Talley made a motion for this one time exception for this policy. Trustee Lois Betty seconded the motion. All Board Members were in favor.

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

District Manager Belva Bare stated all information has been submitted and we are just waiting on Lafco completion.

DISCUSSION/REPORT COVID EXPOSURE PROCEDURES:

District Manager Belva Bare stated we have implemented due diligence in employee safety regarding covid.

DISCUSSION/REPORT OF APPRAISAL OF THE WESTLAKE PROPERTY:

District Manager Belva Bare stated we have not heard from the appraisal company nor have we received a bill. Chairperson David Nemeth stated to contact them to find out what their time line is. Bare stated Attorney Mark Velasquez will address the Westlake property at our November planning meeting.

DISCUSSION/REPORT OF MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated we had a meeting with mosquito abatement. The counts are down. They stated they would like to train and license one of our employees to help treat. Bare stated they had some good ideas and as always we work closely with them.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

No report was available.

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

Chairperson David Nemeth stated we had a Bond come due. We had #330,540.00 in pre-need to invest. We purchased 315 PA Economic Dev. Fund, it matures in 2025. David stated the interest rates are very low at this time. David stated he was informed we will have a large amount to reinvest in the future.

DISCUSSION/REPORT/APPROVAL OF NORTH FORK PUMP:

District Manager Belva Bare stated the pump at the North Fork Cemetery needs to be replaced. This pump has been in place since 1978. Mark Wallo pump is working on it currently the estimated cost is \$11,763.00.

DISCUSSION/REPORT/APPROVAL OF EDUCATIONAL CONFERENCE OCTOBER 8, & 9 TH 2021:

District Manager Belva Bare asked who would be attending. Trustee Lois Betty, Jim Harper, Belva Bare, and maybe an Assistant Manager will be attending.

**DISCUSSION/REPORT/APPROVAL OF CHAIRPERSON DAVID NEMETH
RUNNING FOR CAPC BOARD:**

Trustee Lois Betty made a motion for Chairperson David Nemeth to run for the CAPC Board in March 2022. Trustee Candy Talley seconded the motion.

ADJOURNMENT: 7:58 p.m.