



MINUTES OF THE MEETING OF JUNE 22ND, 2021

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY JUNE 22ND, 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
MAURICE CAPPELLUTI
CANDY TALLEY

PUBLIC/EMPLOYEE'S PRESENT:

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

CALL TO ORDER:

Chairperson David Nemeth called the meeting to order at 5:25 P.M.

ROLL CALL OF BOARD:

Chairperson David Nemeth took roll of the Board. All Board Members were present with the exception of Lois Betty, excused.

PLEDGE TO THE FLAG:

Superintendent Ronnie Ramirez presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

Discussion/Report regarding Juneteeth – Federal Holiday.
Trustee Candy Talley made a motion to add changes to the agenda. Trustee Jim Harper seconded the motion. All Board members 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 Maurice Cappelluti seconded the motion. Next Board Meeting will be July 20th, 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 we are still working on the Calvary Well and getting closer to completion.

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

District Manager Belva Bare stated Nancy Ramos stated the audit will be completed by Friday the 25th of June. She will present at the next meeting. Nancy Ramos has presented a quote for the 2020-2021 year audit of \$10,000.00. After a short discussion of profit and loss Chairperson David Nemeth mentioned the overall tax increase has helped MCD.

DISCUSSION/REPORT/APPROVAL/PRESENTATION FROM HILLS RENAUT HOMEN & HUGHES:

No presentation was given.

DISCUSSION/REPORT/APPROVAL/PRESENTATION FROM ADAIR & EVANS C.P.A.:

District Manager Belva Bare stated Garry from Adair & Evans was not able to attend this Board Meeting but has submitted a quote for consideration. After a short discussion it was decided Madera Cemetery District will obtain the services of Adair & Evans for the 2020-2021 Audit. Trustee Candy Talley made a motion to accept the quote from Adair & Evans for the 2020-2021 year audit. Trustee Jim Harper seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT GSRMA RISK MANAGEMENT ACCREDITATION PROGRAM AWARD:

District Manager Belva Bare stated as a result of our commitment to improve risk management and safety, the Madera Cemetery District has been accredited with excellence and will be awarded 10% back of our annual contribution which equates to \$9,581.70. Bare stated we strive for this each year.

DISCUSSION/REPORT/APPROVAL OF 2021 EMPLOYEE MANUAL:

District Manager Belva Bare asked if any Board Members had questions or concern regarding the 2021 employee manual with Attorney Bob Hunt's suggested changes. Trustee Candy Talley questioned page 15 # 4 on sick leave benefits. Chairperson David Nemeth questioned page 28 regarding longevity. After a short discussion it was decided to place this on the next month agenda.

DISCUSSION/REPORT REGARDING STATE CONTROLLERS REPORT:

District Manager Belva Bare stated Nancy Ramos has sent information to the Controller's Office.

DISCUSSION/REPORT/APPROVAL OF JOB ANNOUNCEMENT AND POSTING:

District Manager Belva Bare asked the Board regarding a cutoff date regarding the Job Announcement. Chairperson David Nemeth stated until June 25th, 2021. A short discussion was had regarding interview panel, setting a date for review of applications, interviews, and procedures.

DISCUSSION/REPORT SETTING DATE FOR REVIEW OF RESUME FOR DISTRICT MANAGER POSITION:

As per discussion above.

DISCUSSION/REPORT/APPROVAL OF CAPC HONARY MEMBERSHIP AWARD:

Trustee Jim Harper made a motion to approve to nominate Tim Unruh and Doris Goodrich for Honorary Membership to CAPC. Trustee Maurice Cappelluti seconded the motion. All Board Members were in favor.

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

District Manager Belva Bare stated we have not had contact with Lafco recently.

DISCUSSION/REPORT REGARDING COVID EXPOSURE PROCEDURES:

District Manager Belva Bare stated as of Monday we will be open to the public with full service and set up with the exception of the microphone. Only two people are allowed in the office at this time and masks required.

DISCUSSION/REPORT REGARDING LITTLE CHURCH FLOOR REPLACEMENT:

District Manager Belva Bare stated we have had issues with the flooring at Little Church. Chairperson David Nemeth stated we are looking at a commercial grade vinyl. We had a community member donate a large amount of money to help cover expenses.

DISCUSSION/REPORT OF APPRAISAL OF THE WESTLAKE PROPERTY:

District Manager Belva Bare stated we have not received any information at this point. We will continue to leave on the agenda.

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated as always we are working with Mosquito Vector

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

Chairperson David Nemeth mentioned we should increase security throughout the summer.

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

Nothing new to report as per Chairperson David Nemeth.

DISCUSSION/REPORT ON NEW FEDERAL HOLIDAY - JUNETEETH:

District Manager Belva Bare stated she will check and follow suit with what the County of Madera implements.

ADJOURNMENT: 7:20 p.m.