



MINUTES OF THE MEETING OF JANUARY 26, 2022

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, JANUARY 26, 2022 AT 5:15 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
LARRY MOORE – BERRY CONSTRUCTION

CALL TO ORDER:

Chairperson David Nemeth called the meeting to order at 5:15 P.M.

ROLL CALL OF BOARD:

Chairperson David Nemeth took roll of the Board. All Board members were present.

PLEDGE TO THE FLAG:

District Manager Belva Bare presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

None

PUBLIC COMMENT ON ANY AGENDA ITEM:

None

CONSENT CALENDAR:

Next meeting will be held February 22, 2022. Trustee Candy Talley stated a correction was needed to correct the spelling of Trustee Lois Betty's name on page 2 from Lois Better. Trustee Candy Talley moved to accept the consent calendar with corrections. Trustee Jim Harper motioned to second. All were in favor.

RECESS TO CLOSED SESSION:

No closed session was needed.

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN DURING

No action taken

LOYALTY AFFIRMATION:

The question of whether a notary was required for the loyalty affirmation. District Manager Belva Bare said it was not. Assistant Manager Arthur Gardner administered the affirmation. All Board members raised their right hand, repeated after Arthur as he read the Affirmation, and signed the Loyalty Affirmation document.

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

Operations Manager Ronnie Ramirez was not in attendance. There were no questions from the Board.

DISCUSSION/REPORT OF ADAIR & EVANS AUDIT:

District Manager Belva Bare reported that the auditor has been gathering additional information and will be in attendance at the February Board Meeting.

DISCUSSION/REPORT ON CALVARY NICHES:

Assistant Manager Arthur Gardner reported the niches have been installed and that prices need to be set. Larry Moore reported the niches weighed four tons and there is room for six more niches. Discussion was had that the lower level single niches would cost less than the others. Trustee Lois Betty moved that the prices be set so as to achieve an overall price markup of 50%. Trustee Candy Talley so moved to accept. All Board members were in agreement.

DISCUSSION/REPORT/APPROVAL OF DECISION ON NEW DISTRICT OFFICE:

Larry Moore of Berry Construction reviewed the latest plans for the office and proposed a location at the southern end of Block E because of its proximity to existing PG&E, sewer, water, and Comcast lines. Trustee Candy Talley expressed safety concerns about traffic exiting through the southwestern gate because of cars traveling around the bend at high speed. Mr. Moore said this gate would not have to be for the public and maybe just MCD staff would use it. Office staff could use a clicker to slide or swing the gate open. Trustee Candy Talley moved to keep the gate closed to the public. Trustee Maurice Cappelluti seconded, and all were in favor.

A discussion was had on how many offices are needed inside the building, three or four, and where the external public restroom would be located. Arthur Gardner stated an HR Generalist would need her/his own office for privacy. Further discussion on flooring, ceiling type, doors, privacy walls, and a gate around the side patio ensued. Larry Moore stated he needs to get through the site plan and fire marshal before design questions have to be answered. Trustee Jim Harper suggested a unisex restroom be built on the site across the road from the office site and that it generally be kept locked. Trustee Lois Betty moved to add this project, to include the four-office option and one external public restroom across the road. Jim Harper seconded and all were in favor.

REPORT/DISCUSSION ON BURIAL COUNT FOR 2021:

Assistant Mgr. Arthur Gardner reviewed the burial count. Calvary Cemetery had the largest increase. Trustee Jim Harper said we need to be grateful for our staff.

DISCUSSION/REPORT FOR ANNUAL PLANNING MEETING & DATE SET:

Chairperson David Nemeth questioned whether the regular planning meeting would be a four-hour meeting off-site or at the District office. The meeting was set for March 30th, from 9AM to Noon. The Board agreed their special planning meeting in the fall would be offsite, sometime in September or October.

District Manager announced that April 30, 2022 would be her last day.

DISCUSSION/REPORT/APPROVAL OF CALVARY WELL COMPLETION:

Covered in Ronnie Ramirez' operations report.

DISCUSSION/REPORT ON SOLAR PANELS FOR ARBOR VITAE:

Assistant Mgr. Arthur Gardner said the solar project is on hold for now. Chairperson David Nemeth asked to put it on the agenda for mid-year review. Trustee Lois Betty suggested to leave this on the agenda every month.

DISCUSSION/REPORT/APPROVAL ON REVISED COVID-19 PROTOCOL:

District Manager presented memoranda on revised COVID-19 protocol by way of information. Protocols seem to always be changing. District obtained test kits through County Health Department. Trustee Lois Betty moved to approve the revised COVID-19 protocol. Trustee Candy Talley seconded and all were in favor.

DISCUSSION/REPORT/APPROVAL OF COMPENSATED ABSENCES:

Assistant Manager Arthur Gardner presented a report on compensated absences.

Regarding Sick Leave, Trustee Maurice Cappelluti made a motion that the sick leave policy be rewritten to remove the current 480 hour cap and to state that employees with more than 480 hours at the end of the calendar year will receive a payout of 25% of their regular hourly pay rate for their excess hours. Candy Talley seconded and all were in favor.

Regarding vacation policy, Arthur Gardner reviewed the policy as written in the Employee Handbook: employees are not allowed to accrue more than 160 hours. The practice has been different from the written policy. The Board was advised that the District will adhere to current written policy. It was decided to discuss the vacation accrual method for employees with longevity in the February Board meeting.

Regarding overtime hours, Belva Bare and Arthur Gardner presented information on written policy and past practices. A number of employees prefer earning comp time rather than overtime pay. Trustee Lois Betty motioned that the District immediately pay back-overtime pay to employees with comp balances and that non-exempt employees be paid overtime pay at the time the work is performed. Trustee Candy Talley seconded and all were in favor. Chairman David Nemeth polled the board: Candy Talley, Maurice Cappelluti, Lois Betty, Jim Harper, and David Nemeth all responded aye.

DISCUSSION/REPORT/APPROVAL OF SALARY SCHEDULE:

District Manager Belva Bare asked to move this item to the planning meeting. The Board was in agreement.

DISCUSSION/REPORT REGARDING LAFCO PUBLIC HEARING RE: SPHERE OF INFLUENCE:

District Manager Belva Bare reported the meeting was interesting. LAFCO approved the District's adherence to the City of Madera's sphere of influence, which brings the Country Club area into the District's sphere of influence and allows its residence interment rights without paying a non-resident fee.

DISCUSSION/REPORT OF ARBOR VITAE MAUSOLEUMS:

Larry Moore reported he is working on the mausoleums. We need a site plan and to talk to the fire marshal. Arthur Gardner stated Arbor Vitae is very low on companion vaults. Belva Bare asked if one section could be all companion crypts. Larry Moore said that could be done by loading caskets end to end and that niches could be created on the wall opposite the openings to the niches.

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

Assistant Manager Arthur Gardner reported that Belva Bare, David Nemeth, Candy Talley, and himself attended a meeting of the Madera County Board of Supervisors. Funds for the MCD were not part of the discussion. During the public comment portion of the meeting, Belva Bare and Arthur Gardner spoke and requested \$750,000 for infrastructure projects and premium pay for District staff. The Board of Supervisors requested additional information on burial counts and District needs. Arthur Gardner said he would prepare something to email to the Board of Supervisors.

DISCUSSION/REPORT ON IT, INTERNET, AND SECURITY CAMERAS:

Arthur Gardner reported a problem with Arbor Vitae's security cameras. The system was repaired but the internet is too slow and the camera system doesn't work. He has an upcoming meeting with Comcast and the cost for faster internet is around \$150 a month. David Nemeth asked about adding an extra camera for Oakhill Cemetery. Gardner responded the consensus is that it's not needed.

DISCUSSION/REPORT/APPROVAL ON 2022 IRS STANDARD MILEAGE RATES:

Trustee Candy Talley motioned to approve the IRS mileage reimbursement rate of \$.5835 per mile for 2022. Trustee Jim Harper seconded and all were in favor.

DISCUSSION/REPORT ON MARCH CAPC CONFERENCE:

Trustees Candy Talley and Jim Harper said they plan to attend the conference. Lois Betty is a maybe. Belva Bare will keep an eye on the possibility of cancelation due to COVID and will keep the Board informed.

DISCUSSION/REPORT OF MOSQUITO & VECTOR REPORT:

Nothing to report.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

Per Tracy Isaak, a report was requested but nothing sent. Trustee Candy Talley asked if anything had been done to look into another security company. Arthur Gardner said he would look into it.

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

Nothing to report

ADJOURNMENT: 8:40PM.