



MINUTES OF THE MEETING OF MARCH 23RD, 2021

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY MARCH 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

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 Jim Harper presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

Discussion/Report on Covid FEMA Reimbursement. Discussion/Report on Property Loss Claim Oakhill. Discussion/Report on 700 Forms.

Discussion/Report on 1099's vs W2.

Trustee Jim Harper made a motion to add changes to the agenda. Trustee Maurice Cappelluti 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 Candy Talley seconded the motion. Next Board Meeting will be, April 27th, 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/APPROVAL OF AUDIT FOR THE 2019-2020 FISCAL YEAR:

District Manager Belva Bare stated Nancy Ramos is working on completing the Audit. We are waiting for the completion of the GASP report from our PERS audit company.

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

Operations Manager John Anderson stated the employees have been handling the large increase in burials and grounds work in a timely manner. Chairman David Nemeth asked if there is anything we need to happen because of the large increase of burials? John stated we have not employed temporary help because of the threat of exposure of Covid-19, we are doing the best we can.

DISCUSSION/REPORT/APPROVAL OF CORRECTION OF WORKING ON HEADSTONE POLICY:

District Manager Belva Bare stated our current policy states "Monument height in designated areas will be maximum of five feet unless approved by the Board". It will now state "Monument die height in designated areas will be a maximum of five feet unless approved by the Board" Trustee Candy Talley made a motion to except the new wording. Trustee Jim Harper seconded the motion. All Board was in favor. Trustee Jim Harper aye, Trustee Candy Talley aye, Trustee Maurice Cappelluti aye, Trustee Lois Betty aye, Chairperson David Nemeth aye.

DISCUSSION/REPORT/APPROVAL OF BUDGET PROCESS/BUDGET PROCEDURES:

- District Manager Belva Bare reviewed the budget process and procedures. It states "An employee representative may appear before this committee to convey salary negotiations for all District employees for the new budget year" It will now state, An employee may appear before this committee to convey employee salary and benefit request for the

following budget year. This employee is not recognized as a bargaining unit for Madera Cemetery District. Trustee Candy Talley made a motion to except the policy change. Trustee Jim Harper seconded the motion. All Board Members were in favor. Trustee Jim Harper aye, Chairperson David Nemeth aye, Trustee Lois Betty aye, Trustee Maurice Cappelluti aye, Trustee Candy Talley aye.

DISCUSSION/REPORT/APPROVAL OF CALVARY NICHES:

District Manager Belva Bare reviewed the cost of the new glass front niches. After a short discussion it was decided to implement a separate charge for different locations. Trustee Lois Betty made a motion to accept the submitted charges. Trustee Jim Harper seconded the motion. All Board Members were in agreement.

DISCUSSION/REPORT/APPROVAL OF CALVARY WELL:

District Manager Belva Bare stated Scott Woolley will be starting the well drilling. We will be paying the County for permit and proceed.

DISCUSSION/REPORT/ADDITIONS TO PLANNING AGENDA:

District Manager Belva Bare asked if there are any additions to the planning meeting agenda. Trustee Maurice Cappelluti asked about the future niches for Calvary Cemetery. It will be placed on the agenda.

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

District Manager Belva Bare stated I have not had any contact at this point.

DISCUSSION/REPORT REGARDING COVID EXPOSURE PROCEDURES:

District Manager Belva Bare stated we have not had any issues at this date. We have received information that FEMA is implementing a reimbursement up to \$7,000.00 if it is a covid related death to help families cover some of the cost of burial. At this point we are not notified if it was a covid burial and we will be including it in the information we give to families. I will also be giving the information to the Chamber of Commerce to post on their website in a letter form from Madera Cemetery District.

DISCUSSION/REPORT/APPROVAL OF WESTLAKE PROPERTY:

District Manager Belva Bare stated we have not heard anything regarding the sale of Westlake. A short discussion was had regarding an appraisal on the property and going forward.

DISCUSSION/REPORT CAPC WEBINAR TRAINING, THURSDAY, MARCH 25TH, 2021:

It was stated that Trustees Maurice Cappelluti, Jim Harper, Candy Talley, David Nemeth, and possible Lois Betty will be attending at the Cemetery office for this Webinar.

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated a meeting was had with two of the mosquito abatement employees. A game plan was discussed to help mosquito abatement keep the mosquito population down.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

District Manager Belva Bare stated one issue and was taken care of.

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 PROPERTY LOSS CLAIM OAKHILL CEMETERY:

District Manager Belva Bare stated we had some property loss with the fencing falling down due to high winds. The estimate was \$13,000.00 to repair. I will be submitting this to GSRMA. Any other damage we will be repairing ourselves.

DISCUSSION/REPORT ON 1099'S VS W2'S:

District Manager Belva Bare stated It was brought to my attention that Trustees should be given W-2's instead of 1099's. I have contacted our payroll company and they stated it was our call on the reporting. After a short discussion it was decided hold on this, Bare stated we will be doing an educational session on this in October with CAPC.

ADJOURNMENT: 7:05 p.m.