



MINUTES OF THE MEETING OF MARCH 24TH, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY March 24th, 2020 AT 5:30 P.M. AT THE ARBOR VITAE CEMETERY LOCATED AT 1301 ROBERTS AVE, MADERA, CA. 93637

TRUSTEE'S PRESENT:

LOIS BETTY
JIM HARPER
DAVID NEMETH
MAURICE CAPPELLUTI
CANDY TALLEY

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
JOHN ANDERSON – OPERATIONS MANAGER
TRACY ISAAK – OFFICE TECHNICIAN
RICHARD AYALA - PUBLIC
NANCY RAMOS – CPA – TELEPHONE REPORT

CALL TO ORDER:

Chairperson Lois Betty called the meeting to order at 5:30 P.M.

ROLL CALL OF BOARD:

Chairperson Lois Betty took roll of the Board. All Board Members were present.

PLEDGE TO THE FLAG:

Trustee David Nemeth presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

Additions to the Agenda Reports. Item T: Report on email scam, Item U: Work Place Violence Discussion.

PUBLIC COMMENT ON ANY AGENDA ITEM:

Chairperson Lois Betty asked public to state full name: Richard Ayala. Mr. Ayala is asking for his parent's companion burial be converted into a family plot. Mr. Ayala is asking for all family members cremated remains to be buried in his parent's burial location.

Chairperson Lois Betty stated the Board will review this request. District Manager Belva Bare stated she will review with legal regarding this request.

CONSENT CALENDAR:

Chairperson Lois Betty asked for the approval of the Consent Calendar for the Regular Meeting dated March 24th, 2020. Chairperson Lois Betty asked for corrections regarding to add approval of an agenda item be stated "aye". Trustee Candy Talley made a

motion to accept the Consent Calendar with corrections. Trustee Jim Harper seconded the motion to accept the consent calendar. The next meeting will be March 24th, 2020, with Planning Meeting changed to April 15th, 2020 with options of change if needed.
Motion on consent calendar: A unanimous vote was had.

RECESS TO CLOSED SESSION:

Chairperson Lois Betty 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 employees are being compliant, concerned and working as a team.

DISCUSSION/REPORT/APPROVAL OF AUDIT FOR THE 2018/2019 FISCAL YEAR:

Nancy Ramos: Conference call: Trustee David Nemeth asked about page 4 on the agency function statement. Trustee David Nemeth also stated the statement of Oakhill acreage should be 11 and not 20. A short discussion regarding the total acreage of the Oakhill Cemetery was had. A discussion of Westlake property was had. Trustee David Nemeth stated to change to 11 and add additional sentence of 20 acres we may or may not use. Trustee Candy Talley stated an explanation of previous purchased property was needed. Chairperson Lois Betty asked regarding the assets and Oakhurst Cemetery. CPA- Nancy Ramos stated it is on page 9 of the audit, it is not listed separately on the balance sheet. Trustee David Nemeth stated he would like to see it broken down to list cemeteries and the acreage. CPA Nancy Ramos stated if you need it detailed for a reason then so be it, but for auditing purposes it is fine like stated. Trustee David Nemeth to change audit from 20 acres to 11 acres. Trustee David Nemeth stated he would like page 5, 2nd paragraph changed to a credit of \$7,000.00 regarding Safety -First Program. Trustee Jim Harper stated credit is given to Operations Manager John Anderson for keeping safety program in good order. Trustee David Nemeth moved to approve the 2018-2019 Audit with corrections. Trustee Jim Harper seconded the motion. All Board Members responded with Chairperson Lois Betty Aye, Trustee Candy Talley Aye, Trustee Maurice Cappelluti Aye.

DICUSSION/REPORT/APPROVAL OF WREATHS ACROSS AMERICA:

District Manager Belva Bare stated Madera FFA are excited to implement this program. They will be attending the next meeting after school reumes.

DISCUSSION/REPORT/APPROVAL OF TRAVEL REIMBURSEMENT OF 57.5 CENTS PER MILE AS PER FEDERAL PER DIEM:

District Manager Belva Bare stated the Federal Per Diem has been changed to 57.5 cents per mile. Trustee Candy Talley moved to approve. Trustee David Nemeth seconded the motion. All Board Members are in favor.

**DISCUSSION/REPORT OF STATE OF CALIFORNIA EXECUTIVE ORDER N-25-20
BROWN ACT:**

District Manager Belva Bare stated we can go to a telephone conference or zoom meetings. Trustee Jim Harper asked if we need a resolution for the governmental guidelines? District Manager Belva Bare stated she didn't believe so. Chairperson Lois Betty stated we can always poll the Board if emergency. The Board stated we can implement an Executive order if we need to.

**DISCUSSION/REPORT ON PANDEMIC INFORMATION & STRATEGIES FOR
MADERA CEMETERY DISTRICT:**

District Manager Belva Bare reviewed the timeline regarding the Covid-19 Pandemic. Bare stated we are in uncharted territory we are deciding what we should and shouldn't do. Madera Cemetery District attended a Madera County Emergency Preparedness Plan in 2009 it gives basic direction. The employees are very diligent, everyone understands and they are doing their best. A discussion on how to minimize employee exposure. The decision was made to eliminate one day of the week for the employees with them working a four-day week to Shelter at Place. Bare stated she has been discussing with other cemetery districts their procedures put into place. A few of the cemeteries are closed and only do at need burials, each cemetery is implementing some type of procedure. A short discussion was had regarding following government procedures, implementing and researching guidance of how to go forward. Bare stated the public is very understanding. Trustee Maurice Cappelluti stated electing the Chairmen to work with Bare on any decision needed. Chairperson Lois Betty stated we need to go day by day with this. A short discussion was had regarding the mass burial procedures on a worst case biases.

**DISCUSSION/REPORT/APPROVAL FOR DISTRICT MANAGER TO ATTEND
LEGISLATION DAYS IN SACRAMENTO MAY 19-20, 2020:**

District Manager Belva Bare stated at this moment she will not be attending..

**REPORT/DISCUSSION/REPORT OF POLICY ON DESIGNATION OF FAMILY
CREMATION PLOT:**

District Manager Belva Bare asked the Board if they would like this to be presented on the next agenda. Chairperson Lois Betty stated yes.

**DISCUSSION/REPORT/APPROVAL OF POLICY ALLOWING PART TIME OR
TEMPORARY EMPLOYEE TO DRIVE M.C.D. VEHICLES:**

District Manager Belva Bare this would be on an emergency basis. Trustee Jim Harper made a motion to approve part time or temporary employees to drive M.C.D. vehicles with a valid driver's license. Trustee Candy Talley seconded the motion. All Board Members were in favor.

**DISCUSSION/REPORT/APPROVAL HEALTH & SAFETY CODE INFORMATION
ADDED TO POLICY AND PROCEDURE MANUAL;**

Trustee David Nemeth moved to add the Health & Safety Code information to the Policy and Procedure Manual. Trustee Jim Harper seconded the motion. All were in favor. A poll of the Board will be implement at the next meeting.

**DISCUSSION/REPORT/APPROVAL OF BYLAWS FOR THE MID-STATE
SPECIAL DISTRICTS ASSOCIATION;**

District Manager stated CSDA is starting an organization to support and help Special Districts in Madera/Merced Counties. This organization will be meeting quarterly. Trustee Jim Harper made a motion for Madera Cemetery District to be involved and participate in the Mid-State Special District Association. Trustee Candy Talley seconded the motion.

**DISCUSSION/REPORT/APPROVAL OF SELF QUARANTINE FOR
EMPLOYEES IF NEEDED;**

District Manager Belva Bare stated the implantation of providing time off with pay for any employee that may become ill and need to self-quarantine. Trustee David Nemeth stated this would fall under a case by case basis.

**DISCUSSION/REPORT/APPROVAL OF DESIGN OF THE NICHE PROJECT
OAKHILL CEMETERY;**

District Manager Belva Bare passed out information from Jimmy Pinocchio. The information showed the type of niches and examples. There are 114 niches, they will be fabricated and delivered. We will have to do the concrete work before the delivery. The niche size is 13 x 13 x 14 and the cost is \$48,678.00. The unit is pre-built. This price does not include taxes and any permits needed. Bare stated she will check regarding double niches.

**DISCUSSION/REPORT/ADDITIONS OF ANY ITEMS FOR THE ANNUAL
PLANNING MEETING;**

Chairperson Lois Betty state no other items are needed.

**DISCUSSION/REPORT GSRMA HARASSMENT & ETHICS TRAINING
WEDNESDAY, MARCH 18, 2020, HOLIDAY INN MADERA;**

District Manager Belva Bare stated this has been cancelled. Bare stated you can also take this online through TARGET. .

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT;

District Manager Belva Bare stated all is going well. Mosquito Abatement is currently dropping pellets.

DISCUSSION/REPORT ON WESTLAKE PROPERTY:

District Manager Belva Bare asked about contacting Brad Ditton regarding his interest in the Westlake Property. On the direction of the Board to contact Brad Ditton regarding the planning meeting being changed.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

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 he would like to see quarterly pre-need investments again. A discussion on what the cap of pulling the County pre-need investments from County and reinvesting into Stifel investments was had. It was decided to pull Pre-need money from County pre-need and reinvest into Stifel Investments. Trustee Candy Talley made a motion to take the amount of \$200,000.00 from County pre-need and reinvest into Stifel Investments, Trustee Jim Harper seconded the motion. All Board Members were in favor.

Trustee David Nemeth stated he would like to see any future investments to sit in the money market account at this time. After a short discussion it was decided to leave any immediate reinvestments to sit in the money market account for now.

ADJOURNMENT: 7:43 p.m.