



MINUTES OF THE MEETING OF OCTOBER 27TH, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY OCTOBER 27TH, 2020 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
JOHN ANDERSON – OPERATIONS MANAGER
TRACY ISAAK – OFFICE TECHNICIAN
RONNIE RAMIREZ – SUPERINTENDENT
BALDEMAR AVILES – GROUNDSMAN III

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.

BOARD OF TRUSTEE'S PRESENTED:

Chairperson Lois Betty presented Operations Manager John Anderson with a plaque of appreciation for forty years service.

PLEDGE TO THE FLAG:

Operations Manager John Anderson presented the flag.

CHANGES TO THE AGENDA IF NECESSARY:

None

PUBLIC COMMENT ON ANY AGENDA ITEM:

Baldemar Aviles presented a letter to the Board of Trustees. Topic of letter is health insurance. Baldemar Aviles stated the employees at Calvary Cemetery were not informed in a timely manner regarding insurance change. After a short discussion regarding if Baldemar attended meetings when the change was discussed and the cost of remaining on the current insurance it was stated that action could not be taken due to not being placed on the agenda. Trustee Jim Harper stated the Board will review the letter submitted.

CONSENT CALENDAR:

Trustee David Nemeth made a motion to approve the consent calendar. Trustee Maurice Cappelluti seconded the motion. The next regular meeting will be Tuesday, Dec. 1st, 2020 at 5:30 p.m.

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 REGARDING MADERA COUNTY TRANSFER PAYROLL & PERS EFT ERRORS:

District Manager Belva Bare stated Madera County Treasury office had an issue regarding transferring of funds for payroll and PERS EFT transfer. The County had closed all direct withdrawals and did not inform us. When the error was caught the County covered all charges and payroll went out.

DISCUSSION/REPORT/APPROVAL REGARDING GLASS FRONT NICHES CALVARY CEMETERY:

District Manager Belva Bare stated the committee of Maurice Cappelluti, Jim Harper, John Anderson and I met with Larry Moore at the Calvary Cemetery for discussion of the placement of glass front niches. A short discussion of extending the existing building and cost was had. Trustee Jim Harper made a motion to move forward with the installation of the glass front niches. Trustee Candy Talley seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT/APPROVAL OAKHILL NICHES COMPLETION DATE AND COSTS:

District Manager Belva Bare stated things are going well. A short discussion regarding the price factor of the new niches was had. Trustee Jim Harper made a motion to accept the cost of \$1,575.00 for a single niche complete entombment. Trustee Candy Talley seconded the motion. All Board Members were in favor, Trustee David Nemeth abstained due to conflict of purchase of niche.

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

A short discussion on regarding marker replacement was had. District Manager Belva Bare stated that Superintendent Ronnie Ramirez took on the project to replace old telephone lines working with AT&T to install internet cable. All the employees took this as a group project.

DISCUSSION/REPORT/APPROVAL REGARDING PROPERTY ADJACENT TO OAKHILL CEMETERY:

District Manager Belva Bare stated the Bell property is for sale, the property borders the Oakhill Cemetery. Trustee David Nemeth gave a presentation. Trustee Nemeth stated this is 1.068 acres; the house was built in 1959 and is not in great shape. It does have a two car garage for storage. It has a producing well but we are not sure how much it is producing. Trustee Nemeth stated if we acquired this property we would have another access, storage and control of the area. Trustee Nemeth stated our value is in the lot. After a short discussion it was decided to wait and continue this item on the agenda for future discussion.

DISCUSSION/REPORT/APPROVAL OF CALVARY WELL REPAIR:

District Manager Belva Bare asked Operations Manager John Anderson to present to the Board the current status of the Calvary Well. Operations Manager John Anderson stated Jack Van Loon stated the pump is sitting on the sand. Jack Van Loon recommends Woolley Well Drill. We are hoping to use the existing casing. John stated we are looking at a cost of \$24,027.00 Trustee Jim Harper made a motion to move forward with this item. Trustee Candy Talley 2nd the motion. All Board Members were in favor.

DISCUSSION/REPORT/APPROVAL PUBLIC SAFETY VIDEO SURVEILLANCE SYSTEM POLICY:

District Manager Belva Bare presented to the Board a Surveillance Policy. After a short discussion Trustee David Nemeth made a motion to accept the Policy as written. Trustee Maurice Cappelluti seconded the motion. A poll of the Board. Trustee David Nemeth aye, Trustee Jim Harper aye, Chairperson Lois Betty aye, Trustee Maurice Cappelluti aye, Trustee Candy Talley aye.

REPORT/DISCUSSION/APPROVAL BEAUTIFICATION/MODIFICATION OF MAUSOLEUM AREA ARBOR VITAE CEMETERY:

District Manager Belva Bare stated we will be pulling the front bench for replacement at the Calvary Cemetery. A discussion regarding replacing the bench with engraving of appreciation of the employees of Madera Cemetery District. Trustee Candy Talley made a motion for engraving on the new bench area in appreciation of the Madera Cemetery Employees. Trustee David Nemeth seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT/APPROVAL OF DISSOLVING EMPLOYEE HALLOWEEN WORKING HOURS:

District Manager Belva Bare stated in 2019 a discussion regarding dissolving working on Halloween night. Belva stated there is no policy on employees working this holiday. Chairperson Lois Betty stated we should not put our employees in a position that could be a liability. After a short discussion regarding contacting law enforcement and security companies for security. It was decided to dissolve the employee participation. Trustee Candy Talley made a motion to dissolve Halloween working hours. Trustee David Nemeth seconded the motion. All Board members were in favor.

DISCUSSION/REPORT/APPROVAL OF HIRING SECURITY PATROL FOR HALLOWEEN:

Trustee Candy Talley Made a motion to approve hiring security patrol for Halloween night. Trustee David Nemeth seconded the motion.

DISCUSSION/REPORT/APPROVAL C.A.P.C. ZOOM EDUCATION NOVEMBER 5TH, 2020 10:00 A.M. TO 11:00 A.M. UNDERSTANDING CONSTRUCTION & CONTRACTING FOR CEMETERY DISTRICTS. "ARE BIDS REQUIRED?"

District Manager Belva Bare stated Mark Velasquez will be presenting. Just wanted to inform the Board of this presentation.

DISCUSSION/REPORT/APPROVAL OF CELL PHONE UPGRADE:

District Manager Belva Bare stated the employees have been using their personal cell phones for business information. We will be implementing a policy regarding this. We would like to purchase new cell phones that would accommodate a monthly schedule of services for all Cemeteries. We currently pay \$49.00 per month for five flip phones with limited usage. Verizon will provide us with six Iphones at no cost with our monthly bill averaging about \$400.00 per month. This will provide a solid communication with all cemeteries. Trustee Jim Harper made a motion to approve six new Iphones. Trustee David Nemeth seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated all is going well.

DISCUSSION/REPORT ON WESTLAKE PROPERTY:

District Manager Belva Bare stated nothing new to report.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

District Manager Belva Bare stated 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 there is nothing to report.

ADJOURNMENT: 7:47 p.m.

