



## **MINUTES OF THE MEETING OF MAY 26TH, 2020**

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY MAY 26, 2020 AT 5:00 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  
RONNIE RAMIREZ – SUPERINTENDENT

### **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:**

Ronnie Ramirez presented the flag.

### **CHANGES TO THE AGENDA IF NECESSARY:**

No changes to the Agenda.

### **PUBLIC COMMENT ON ANY AGENDA ITEM:**

No public comment.

### **CONSENT CALENDAR:**

Trustee Candy Talley asked for corrections to the minutes. Corrections should be Tuesday, May 26<sup>th</sup>, 2020 5:30. Chairperson Lois Betty stated changes regarding the wording to: Choices were given at the discretion of the Manager. Trustee Candy Talley moved to accept the consent Calendar with corrections. Trustee David Nemeth seconded the motion to accept the consent calendar. The next regular meeting will be June 23<sup>rd</sup>, 2020.  
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:**

Trustee David Nemeth stated a discussion of forgery was had. It was decided to file a report with the Police Department. Chairperson Lois Betty polled the Board. Trustee Jim Harper aye, Chairperson Lois Betty aye, Trustee Candy Talley aye, Trustee David Nemeth aye, Trustee Maurice Cappelluti aye.

**DISCUSSION/REPORT/APPROVAL PRESENTATION FROM LARRY MOORE, OAKHILL NICHES:**

District Manager Belva Bare stated Larry Moore is not available tonight. We are moving forward. Moore has met with the cemetery contractors; Moore will be getting us a price of stamped and colored cement. Chairperson Lois Betty asked to continue to have this item on the agenda.

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

Operations Manager John Anderson stated I just want to let the Board know the dedication of the employees working hard getting ready for Memorial Day. We haven't had the Summer Time temp employees this year and have been short handed. We lost a tree this weekend and Ronnie Ramirez got a crew together to clean it up.

**DISCUSSION/REPORT OF GSRMA RMAP AWARD NOTIFICATION:**

District Manager Belva Bare stated we have notification as a result of our risk management and safety information request we have been awarded 10% back which is a total of \$7,836.50.

**DISCUSSION/REPORT/APPROVAL DECISION REGARDING BIDDING OUT WORKMAN'S COMPENSATION AND LIABILITY INSURANCE FOR THE 2021-2022 YEAR:**

District Manager Belva Bare presented the annual letter of denial for our Workman's Compensation and Liability Insurance. Trustee David Nemeth made a motion to approve the submitted letter Trustee. Candy Talley seconded the motion. All were in favor. Trustee Candy Talley aye, Trustee Jim Harper aye, Trustee David Nemeth aye, Trustee Maurice Cappelluti aye, Chairperson Lois Betty Aye. .

**DISCUSSION/REPORT/APPROVAL OF BOARD OF SUPERVISORS AGENDA ITEM SUBMITTAL:**

District Manager Belva Bare reviewed information from the Board of Supervisors regarding item submittal in the amount of \$48,300.00. Trustee Candy Talley moved for approval, Trustee Jim Harper seconded the motion. All Board was in favor.

**DISCUSSION/REPORT/APPROVAL OF 2020-2021 BUDGET:**

Trustee Candy Talley reviewed the current budget with the 2020-2021 budgets at 3.5% and 4.5%. Trustee David Nemeth stated we discussed a potential new health plan. Trustee David Nemeth and District Manager Belva Bare discussed

income and proposed income. After a short discussion Trustee Jim Harper proposed a 3.5% increase in salaries and keep health insurance. Trustee David Nemeth made a motion for a 3% increase and provides United Health Care Insurance and Kaiser. Trustee Maurice Cappelluti made a motion for a 4% increase. Trustee David Nemeth made the motion for 3% increase and two health cares, Trustee Jim Harper seconded the motion. Trustee Maurice Cappelluti stated he feels this is too low. Trustee Candy Talley stated that if we are changing to United Health Care and Kaiser I make a motion for 3.5%. Chairperson Lois Betty asked for a motion to approve 3.5% and United Health Care & Kaiser. Trustee Jim Harper seconded the motion. The poll of the Board. Trustee Jim Harper aye, Trustee Candy Talley aye, Trustee David Nemeth no, Trustee Maurice Cappelluti aye, Chairperson Lois Betty Aye.

**DISCUSSION/REPORT/APPROVAL OF NANCY RAMOS, C.P.A. FOR THE 2019-2020 AUDIT:**

District Manager Belva Bare we have not received the information from Nancy Ramos. She stated she does not see it exceeding over \$8,000.00 this item was tabled until next Board Meeting.

**REPORT/DISCUSSION/APPROVAL OF REQUIRED EMPLOYER CONTRIBUTIONS P.E.R.S. LUMP SUM PAYMENT FOR THE 2020-2021 YEAR:**

District Manager Belva Bare stated we normally pay the lump sum amount to avoid the monthly interest. This year's amount is \$246,553.00. Trustee David Nemeth made a motion to approve the P.E.R.S. amount of \$246,553.00. The motion was seconded by Trustee Candy Talley.

**DISCUSSION/REPORT/APPROVAL OF SALES & SERVICE INCREASE FOR THE 2020-2021 FISCAL YEAR:**

District Manager Belva Bare stated we normally increase our sales & service around 3 to 3.5 percent. Trustee Maurice Cappelluti made a motion to increase the Sales & Service to 3%. Trustee Candy Talley seconded the motion. All Board Members were in favor.

**DISCUSSION/REPORT/APPROVAL OF P.E.R.S. HEALTH CARE PROVIDER BENEFIT ADDITION:**

District Manager Belva Bare asked the Board of Trustees if they would like to change the health care provider. Office Tech Tracy Isaak explained that as a Cemetery District we could offer which ones we want. If an employee wants something different they would have to pay any additional health care costs. Trustee David Nemeth made a motion to offer Kaiser and United Health Care Insurance. Trustee Candy Talley seconded the motion. All were in favor.

**DISCUSSION/REPORT/APPROVAL OF IN LIEU OF SALARY SCHEDULE LONGEVITY OF 40 YEARS OF SERVICE, OPERATIONS MANAGER POSITION WILL BE AT 15.5:**

District Manager Belva Bare stated Operations Manager John Anderson, will be hitting his 40 years at Madera Cemetery District. Our Salary Schedule only goes to a 35 year mark. She stated she would like to move John Anderson's position to a 15.5 for a 2.5 increase in salary. Trustee Jim Harper made a motion to increase the Operations Manager position @ 40

years to a 15.5 step. Trustee David Nemeth seconded the motion. All Board Members were in favor.

**DISCUSSION/REPORT/APPROVAL OF MADERA CEMETERY DISTRICT'S RECOMMENDATION FROM THE MADERA COUNTY HEALTH DEPT:**

District Manager Belva Bare reviewed the opening plan. Madera County is now at a 2.5 Plan. Bare reviewed the opening plans. Bare stated these guidelines are changing daily. Chairperson Lois Betty stated we have given you authority to handle regarding Health Department & State changes. You do not need our approval.

**DISCUSSION/REPORT/APPROVAL OF "SHELTERING IN PLACE" WORK WEEK SCHEDULING:**

District Manager Belva Bare stated it is time to go back to a five day work week. She stated we appreciate all that the Board has done for us. We are still very aware and cautious. We will not be opening the restrooms at this point. Chairperson Lois Betty stated use your digression and do what you need to do to protect the staff. Operations Manager John Anderson and Superintendent Ronnie Ramirez stated we appreciate all that you have done for us. District Manager Belva Bare stated we will be opening up the office only allowing two people at a time and must wear masks.

**DISCUSSION/REPORT OF DISINTERMENT AND REINTERMENT AT THE ARBOR VITAE CEMETERY:**

District Manager Belva Bare stated all went as planned. It was very hard for the family. Our staff is very compassionate and handled this with great care.

**DISCUSSION/REPORT ON MEMORIAL DAY MAY 25<sup>TH</sup> 2020:**

District Manager Belva Bare stated the VFW was not able to place flags this year. The Breakfast Lyons Club offered to put up 30 of the big flags up at the Arbor Vitae Cemetery. Oakhurst and North Fork Cemeteries also had flags placed.

**DISCUSSION/REPORT OF CEMETERY CLOSURE FOR MAY 9<sup>TH</sup>-10<sup>TH</sup> 2020 MOTHERS DAY:**

District Manager Belva Bare stated the gates were closed and the turn stiles were open. We did have a families walking in.

**DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:**

District Manager Belva Bare stated all is going well. Mosquito Abatement is currently dropping pellets. Mosquito Abatement is going full force using chemicals we have not had any complaints from families.

**DISCUSSION/REPORT ON WESTLAKE PROPERTY:**

Trustee David Nemeth stated he had contacted Brad Ditton regarding the Westlake property, Brad had someone interested but after viewing the property they

are not interested. District Manager Belva Bare stated a concern regarding the large amount of brush on our property. Trustee David Nemeth stated he would review the area. A short discussion was had regarding looking at property in the Rancho area for the future.

**DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:**

District Manager Belva Bare stated interesting report, please read over the issues reported.

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

Trustee David Nemeth stated we have \$500,000.00 in preneed to be invested and \$240,000.00 in Endowment Care. Cd's and Treasury bonds are not very attractive right now. Nemeth stated investments have been made, pre-need \$240,000.00 in governmental agency bond Hillsborough due October of 2022, \$250,000.00 Thornbird fund, no due date. Endowment Care investment, \$180,000.00 Hillsborough governmental bond \$55,000.00 in Texas Community Center.

**ADJOURNMENT:** 7:40 p.m.