



MINUTES OF THE PLANNING MEETING OF DECEMBER 6, 2023

MINUTES OF THE PLANNING MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT, HELD TUESDAY, DECEMBER 6, 2023 AT 9:30 A.M. AT THE PINES RESORT LOCATED AT 43432 ROAD 432, BASS LAKE, CA 93604

TRUSTEES PRESENT:

CANDY TALLEY
LOIS BETTY
BELVA BARE
DAVID NEMETH
CELESTE VOYLES

PUBLIC/EMPLOYEES PRESENT:

ARTHUR GARDNER, DISTRICT MANAGER
STEPHEN CLOETERS, H.R. GENERALIST
JEFF WHALLEY, FOREMAN
ROBERT ELLIS, FOREMAN
JOE RIOS, GROUNDSKEEPER I

CALL TO ORDER:

Chairperson Candy Talley called the meeting to order at 9:44 a.m.

ROLL CALL OF BOARD:

Chairperson Candy Talley took roll of the Board. Trustees David Nemeth, Lois Betty, Belva Bare, and Celeste Voyles were present.

PLEDGE TO THE FLAG:

Trustee Celeste Voyles led the room in the Pledge of Allegiance.

PUBLIC COMMENT:

None

RECESS TO CLOSED SESSION:

Chairperson Candy Talley asked for a closed session. Afterward she instructed that the record show that no action was taken.

Board Chair Candy Talley said the Board would like to discuss some of the items that were discussed in the previous day's planning meeting.

Talley asked District Manager Arthur Gardner how gift cards are getting tracked. He responded that he's ordered just enough cards to be handed out at a specific event. Trustee Belva Bare said that cards need to be tracked.

The Board would like to take 20 minutes at each board meeting to go over the Policies and Procedures Manual.

Trustee Celeste Voyles would like to speak with the auditor regarding how he would like some things done. Voyles also suggested that Office Technician Tracy Isaak get some training on how to use Quickbooks and that the software requires two sets of eyes because it can be easily manipulated.

Board Chair Candy Talley said that management should go over employees' job descriptions when doing evaluations. Trustee Belva Bare said that if employees are not fulfilling their duties as described in their job descriptions, it needs to be documented.

REPORT/DISCUSSION ON PROPERTY ACQUISITION IN THE HWY 41

CORRIDOR FOR FUTURE CEMETERY DEVELOPMENT:

RECESS TO CLOSED SESSION:

Trustee Lois Bettery said there are 10 acres for sale at Highway 41 and Avenue 14. HR Generalist Stephen Cloeters suggested that trustees use their contacts with the Board of Supervisors to seek assistance with annexing the Tesoro Viejo area in eastern Madera County before purchasing any land.

REPORT/DISCUSSION/DECISIONS ON LAYING OUT UNDEVELOPED "10 ACRES" AT ARBOR VITAE, INCLUDING A GROUND CREMATION AREA:

Trustee Lois Betty suggested that the Board review at the next meeting the master plan that for this area.

REPORT/DISCUSSION/DECISIONS ON EXPANSION PLANS FOR OAKHILL AND ADDITIONAL NICHES:

District Manager Arthur Gardner reviewed with the Board his ideas for developing parts of the expansion land. Plans include development of a road to the south of the office and looping up into the plateau. Trustees Lois Betty and Belva Bare voice their opposition to developing a road in the current gravel area because it would require the removal of three trees. Trustee David Nemeth suggested the Board to go Oakhurst to take a look at things in person.

REPORT/DISCUSSION/DECISION ON NICHES FOR CALVARY:

District Manager Arthur Gardner reported that the Arbor View niches at Calvary are almost sold out. He will contact Berry Construction about adding two more.

REPORT/DISCUSSION/DECISION ON CAPC CONFERENCE IN SAN DIEGO, MARCH 14-16, 2024:

Flights from Fresno to San Diego are under \$200 round trip. The Board agreed it would be more efficient and convenient to fly to the conference. District Manager Arthur Gardner will drive so that easy transportation within San Diego is available. Trustee Lois Betty suggested making a trip to Escondido to see how they did their niches. All trustees except Celeste Voyles plan on attending.

REPORT/DISCUSSION/DECISION ON ALTERNATIVE MONO BARS FOR MAUSOLEUM CRYPTS AND NICHE:

HR Generalist suggested this topic should be discussed at the next board meeting because of new developments in the search for a suitable replacement to the current mono bars. There have been significant problems in getting these made correctly and in a timely manner from Matthews.

REPORT/DISCUSSION/DECISION ON UPDATING POLICIES AND PROCEDURES MANUAL:

In the prior board meeting, each trustee was assigned a section of the Policies and Procedures Manual for review and comment. The trustees discussed their findings in the Planning Meeting on the 5th. All trustees turned in their printed copies of the manual with their notes. Management will review their notes and look for duplicated policies and policies that would logically fit better in a different section.

DISCUSSION OF OTHER TOPICS AND ITEMS THAT SHOULD BE CONSIDERED FOR FUTURE DISCUSSION:

Chairperson Candy Talley advised that when the Board passes a new policy or makes a decision, they would like a report in the following meeting to see how the policy was rolled out to District employees or to the public.

ADJOURNMENT: 12:44 p.m.