



## **MINUTES OF THE MEETING OF FEBRUARY 25<sup>TH</sup>, 2020**

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MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY FEBRUARY 25<sup>TH</sup>, 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  
CRUZ MAGDALENO - SUPERINTENDENT  
LORENZO BELMONTES – GROUNDSKEEPER II  
NANCY RAMOS - CPA

### **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:**

Office Technician Tracy Isaak 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:**

No public comment.

### **CONSENT CALENDAR:**

Chairperson Lois Betty asked for the approval of the Consent Calendar for the Regular Meeting dated January 28<sup>th</sup>, 2020. Trustee Candy Talley asked for corrections of the wording on page 2 & 3. Trustee Candy Talley made a motion to accept the Consent Calendar with corrections. Trustee Maurice Cappelluti seconded the motion to accept the consent calendar. The next meeting will be March 24<sup>th</sup>, 2020, with Planning Meeting changed to March 26<sup>th</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:**

No action taken

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

Operations Manager John Anderson stated we had a vehicle do some damage to a bench at our Oakhill Cemetery. We will be able to repair it.

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

Chairperson Lois Betty asked C.P.A. Nancy Ramos if the information provided was ready for approval. Ramos stated it can be approved but can't be changed. Ramos stated there are no issues and your controls are in place. Ramos stated we need a current actuarial study done. She stated dissolving the Marker Fund Deposit is currently being worked on. We will address the need to work on dissolving outstanding non cashed checks. After a short discussion it was decided to wait until the next Board Meeting for approval.

**DISCUSSION/REPORT/APPROVAL OF WREATHS ACROSS AMERICA:**

Nothing to discuss

**DISCUSSION/REPORT REGARDING PART TIME EMPLOYEE OFFICE:**

District Manager Belva Bare stated the Office Assistant will be out on medical leave for 4-6 weeks. We have hired a part time temporary employee for the time period.

**DISCUSSION/REPORT OF ANNUAL AREA SAFETY MEETING ARBOR VITAE CEMETERY:**

Operations Manager John Anderson stated we are very proud of our employees. GSRMA presented two sessions and the Madera Police Department presented work place violence. Mark Marshall from GSRMA stated many good things regarding our cemeteries. Anderson stated our first year we only had 38 people attending, it has now grown to 96 people with 19 Districts being represented.

**DISCUSSION/REPORT ON LOSS EXPERIENCE MEETING WITH GSRMA:**

District Manager Belva Bare stated we had a telephone meeting with GSRMA. Operations Manager John Anderson, Superintendent Ronnie Ramirez and Safety representative Ignacio Becerra were present. The meeting went well.

**DISCUSSION/REPORT DESIGN OF NICHE PROJECT OAKHILL CEMETERY:**



District Manager Belva Bare presented pictures and diagrams of renderings for the Niche Project. A short discussion on height, how many niches and the style of niches was had. It was stated there will be 74 singles and 20 doubles. We will need railing in the back and the style will be curved. Trustee David Nemeth made a motion to accept the rendering of the niche project. Trustee Jim Harper seconded the motion. All Board Members agreed.

**REPORT/DISCUSSION ON ANNUAL CAPC CONFERENCE:**

Chairperson Lois Betty stated this was a very good conference. A short discussion on hiring and firing, ethics and IT was discussed.

**DISCUSSION/REPORT/OF JUNE TO DECEMBER TAX AND INTEREST ACCUMULATIONS:**

District Manager Belva Bare reviewed the tax and interest sheet with the Board.

**DISCUSSION/REPORT/APPROVAL REGARDING MADERA COUNTY SHERIFF OFFICE COLD CASE DISINTERMENT COSTS:**

District Manager Belva Bare stated Det Pagent from the Madera County Sheriff's Office has contacted her regarding the disinterment of two Jane Doe's. He has an idea of their identity, and he was inquiring of the cost of disinterment. Bare stated she would like to have approval of the opening and closing costs only for the disinterment. Trustee Candy Talley made a motion to approve the opening and closing cost only for the Madera County Sheriff's office. Trustee Jim Harper seconded the motion. All Board Members agreed.

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

Trustee David Nemeth stated he would like the Westlake Property on the agenda. District Manager Belva Bare stated she would like to have security camera placed on the agenda for North Fork and Oakhill Cemeteries.

**DISCUSSION/REPORT/APPOINTMENT OF BUDGET COMMITTEE:**

Trustee Candy Talley and Trustee David Nemeth offered to be on the 2020-2021 budget committee.

**DISCUSSION/REPORT FOR ANNUAL PLANNING MEETING AND DATE SET:**

District Manager Belva Bare asked that the Planning Meeting date to be changed to March 26<sup>th</sup>, 2020. The Board agreed.

**DISCUSSION/REPORT INFORMATION REGARDING RETIREE'S HEALTH BENEFITS:**

Nothing to report.

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

District Manager Belva Bare gave a report on trustees that needed training.

**DISCUSSION/REPORT OF STATEMENT OF ECONOMIC INTEREST. 700  
FORMS:**

All forms were signed and submitted

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

District Manager Belva Bare stated all is going well. Mosquito Abatement is working on a vase insert that will help with the control of Mosquitoes

**DISCUSSION/REPORT ON WESTLAKE PROPERTY:**

District Manager Belva Bare stated she has received an email from Brad Ditton regarding the Westlake Property availability. Bare stated she will put this as an agenda item on the Planning Agenda.

**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 no activity right now.

**DISCUSSION/REPORT ON EMAIL FRAUD FROM ANOTHER PUBLIC  
CEMETERY:**

District Manager Belva Bare stated we received an email from Tulare Cemetery District asking for money. They had gotten hacked. Contacted our IT person he stated this is an isolated issue and we didn't have to worry.

**DISCUSSION/REPORT ON WORK PLACE VIOLENCE TRAINING VIDEO:**

District Manager Belva Bare stated the Madera Police Department had contacted her to stage a video for training. After a short discussion it was decided that Madera Cemetery District will not participate in the video.

**ADJOURNMENT:** 7:50 p.m.