



MINUTES OF THE MEETING OF OCTOBER 29TH 2019

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY OCTOBER 29TH 2019 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

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
JOHN ANDERSON – OPERATIONS MANAGER
TRACY ISAAK – OFFICE TECHNICIAN
RONNIE RAMIREZ - SUPERINTENDENT
JEFF WHALLEY - FOREMAN
ALBERT RIVERA – GROUNDSKEEPER II
BALDEMAR AVILES – GROUNDSKEEPER 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 with the exception of Trustee Candy Talley, excused.

PLEDGE TO THE FLAG:

Trustee David Nemeth 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:

Chairperson Lois Betty asked for the approval of the Consent Calendar for the Regular Meeting dated September 24^h, 2019. Trustee Maurice Cappelluti made a motion to accept the Consent Calendar with a change to the next meeting date to be November 19th, 2019 at 5:30 p.m. Trustee Jim Harper seconded the motion. Meeting date will be changed from November 26th to November 19th, 2019 at the Arbor Vitae Office.

Motion on consent calendar: A unanimous vote was had.

RECESS TO CLOSED SESSION:

RECONVENE TO OPEN SESSION - REPORT OF ANY ACTION TAKEN DURING CLOSED SESSION:

Chairperson Lois Betty stated an action has been taken. The Board of Trustees has issued a directive to an employee to return all Madera Cemetery District records in the employees possession by Friday, November 1st, 2019. These records are in the area of interments, receipts, and any records pertaining to Madera Cemetery District.

DISCUSSION/REPORT/APPROVAL OF WREATHS ACROSS AMERICA FOR ARBOR VITAE CEMETERY:

District Manager Belva Bare stated this will be on next month's agenda. No action needed.

DISCUSSION/REPORT/APPROVAL REQUEST FROM EMPLOYEE FOR INFORMATION:

This item was completed during close session.

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

No discussion needed.

DISCUSSION/REPORT/APPROVAL OF NICHE PROJECT OAKHILL CEMETERY:

District Manager Belva Bare reviewed designs from Jimmy Pinocchio. Chairperson Lois Betty stated these designs are not placed where we wanted the niches. After a short discussion regarding placement, landscape designs it was decided to place this item as continuing on future agenda's.

DICUSSION/REPORT/APPROVAL CHANGING OF OAKHURST BANK OF AMERICA ACCOUNT TO CENTRAL VALLEY COMMUNITY BANK OAKHURST:

District Manager Belva Bare stated she has been in contact with Liz Salas regarding changing from Bank of America, Oakhurst to Central Valley Community Bank Oakhurst. Trustee Jim Harper made a motion to approve the change from Bank of America Bank to Central Valley Community Bank Oakhurst. Trustee Maurice Cappelluti seconded the motion. All Board Members were in favor.

DISCUSSION/REPORT ON SUPERINTENDENT FOR CALVARY CEMETERY & NEW HIRE:

District Manager Belva Bare stated each cemetery has received an announcement regarding the new Superintendent for Calvary Cemetery and the new hires for Calvary and Oakhill.

DISCUSSION/REPORT/APPROVAL OF ADDITION/CHANGE TO EMPLOYEE MANUAL ITEM 303 VACATION NOTICE:

District Manager Belva Bare stated an addition to the Employee Manual regarding Item 303 of the Employee Manual. It will now state: "An employee must give at LEAST a 72 hour notice for vacation use unless it is an emergency, illness,

doctor appointment, or at the discretion of the Supervisors authority.” Trustee David Nemeth made a motion to accept the additional wording to Item 303 of the employee manual. Trustee Jim Harper seconded the motion. Chairperson Lois Betty polled the Board for approval. Trustee Jim Harper, I, Trustee David Nemeth, I Trustee Maurice Cappelluti, I, Chairperson Lois Betty, I. Trustee Jim Harper asked if the employees will be notified. District Manager Belva Bare stated yes immediately.

DISCUSSION/REPORT/APPROVAL OF DISINTERMENT CHARGES FOR MADERA COUNTY SHERIFF OFFICE COLD CASE FILES:

District Manager Belva Bare stated we have been contacted by the Madera Sheriff's office regarding getting DNA from a County burial. A discussion on a variable cost for a County Government Agency was had. Chairperson Lois Betty stated we could look into the cost factor on based on request. Trustee Maurice Cappelluti stated each case should be individual in cost factor. Chairperson Lois Betty stated to place this item on our next agenda in policy form.

DISCUSSION/REPORT/APPROVAL OF CHANGE OF POLICY REGARDING MULTIUSE ON CREMATION BURIAL WITH EXISTING BURIALS REQUIREMENTS:

District Manager Belva Bare reviewed the current Policy regarding multiuse cremation burial with existing burials. After a short discussion a motion was made by Trustee Jim Harper to change the policy to include; *Multi-Use Policy on Cremation Burial in Plots with Existing Burials:*

- Cremation burials will be allowed in existing burials. It will be limited to (immediate family); a husband, wife, domestic partner, children, stepchildren and their spouses of the interred. **Grandchildren (if raised by grandparent)** of the person already buried are allowed. Written approval must be obtained from remaining pertinent family members or siblings. **Documentation of permission is required.**
- Cremations burials for children fewer than 12 years of age can take place with a brother/sister burial (only if space permits). This is not allowed in a baby grave. Only one burial per plot. The cremations burial needs to be noted on the grave with a plaque or new headstone. All necessary sign-offs must be in place.
- Only six cremations burials can be placed in a full sized plot. Only two cremated remains can be placed in a plot with an existing burial. These cremations burials are to be marked with a 4X8 plaque according to District markers regulations. A headstone accommodating all the names of those buried in the plot is also acceptable.
- An approval with signatures will be necessary from the remaining family members involved **with documentation of approval.**

Trustee David Nemeth seconded the motion. Chairperson Lois Betty polled the Board. Trustee Jim Harper I, Trustee David Nemeth I, Trustee Maurice Cappelluti I, Chairperson Lois Betty I.

**DECUSSION/REPORT/ ON HISTORIAN BILL COATES HIGH SCHOOL
PRESENTATION REGARDING OUTLAWS AND LAW MEN AT THE ARBOR VITAE
CEMETERY:**

District Manager Belva Bare stated Historian Bill Coate stated he was very impressed and expressed his thanks to the Madera Cemetery District for all they do. Presentation was in the Madera Tribune along with another article of the Cemeteries Lady Society Aid from 1922.

**DISCUSSION/REPORT ON CAPC EDUCATION CONFERENCE OCTOBER 11TH,
12TH 2019:**

Trustee Jim Harper stated the conference was good. Jim stated during the Trustee breakout session he inquired about hiring a Manager. The suggesting are: Check local mortuary, check private cemeteries, put information in the CAPC news letter and LinkedIn. Trustee Jim Harper stated the Human Resource information was good. Trustee David Nemeth stated the Human Resource information was good. David stated this was a good conference. Trustee David Nemeth discussed the idea of hosting an open house showcasing our cemeteries with brochures ect.

**DISCUSSION/REPORT ON CSDA LEGISLATIVE TOUR OCTOBER 14-16TH 2019
SACRAMENTO:**

District Manager Belva Bare stated this was a very interesting tour. We were with 11 Legislator aids touring Special Districts in Northern California. Davis Cemetery was very informative with information regarding green burials.

**DISCUSSION/REPORT REGARDING MADERA CEMETERY DISTRICT'S
WEBSITE:**

District Manager Belva Bare stated we will be up and running by November 1st. We are ADA compliant. .

**DISCUSSION/REPORT/APPROVAL OF CONTRACT WITH MADERA COUNTY
AND MADERA CEMETERY DISTRICT REGARDING POTTERS FIELD:**

District Manager Belva Bare stated we have received the contract from Madera County regarding Potters Field maintenance. Our last contract with Madera County was in 1981. A signature is required from Chairperson Lois Betty.

**DISCUSSION/REPORT/INFORMATION REGARDING RETIREES HEALTH
BENEFITS NOTIFICATION TO FAMILIES:**

District Manager Belva Bare stated a letter will be sent to the retirees this week. There are nine retirees currently on PERS Health.

**DISCUSSION/REPORT/APPROVAL FOR VACANCY/CEMETERY
REPRESENTATIVE ON GSRMA BOARD POSITION:**

District Manager Belva Bare stated GSRMA would like to know if any of our Board Members are interested in this position. If Madera Cemetery District is chosen Chairperson Lois Betty would represent the District as a GSRMA Board Representative.

DISCUSSION/REPORT ON MOSQUITO & VECTOR REPORT:

District Manager Belva Bare stated nothing to report at this time.

DISCUSSION/REPORT ON WESTLAKE PROPERTY:

Nothing at this time to report.

DISCUSSION/REPORT ON CEMETERY SECURITY REPORT:

Only one incident to report on Oct 13th, 2019 security asked a large group of people not to drink beer on the cemetery grounds.

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

Trustee David Nemeth stated after a few phone calls and emails with Sandra Wheeler we have two decisions to make. 1. The primary account. We need to decide if we want to manage this account as a Board or to have Dana Management to continue. Trustee David Nemeth discussed the percentage that Dana Management and Sandra Wheeler earn from our accounts. Trustee David Nemeth's recommendation is to manage this account as a Board. 2. We have three CD's with Wells Fargo. We will be charged to close these accounts and invest with Stifel Investments. If we continue these with Wells Fargo we will have additional sets of statements to review for the next five years. Trustee David Nemeth stated all accounts have been transferred to Stifel except the CD's. Trustee Jim Harper made a motion to leave Dana Management managing our Preneed and to manage as a Board. Trustee Maurice Cappelluti seconded the motion. Chairperson Lois Betty asked for a poll of the Board. Trustee Jim Harper I, Chairperson Lois Betty I, Trustee Maurice Cappelluti I, Trustee David Nemeth I. Motion approved. Trustee Maurice Cappelluti made a motion to pull CD's from Wells Fargo as long as no additional charge is had. CD's are to be invested with Sandra Wheeler at Stifel Investments. Trustee Jim Harper seconded the motion.

ADJOURNMENT: 8:15 p.m.