

MINUTES OF THE MEETING OF FEBRUARY 23RD, 2016

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MADERA CEMETERY DISTRICT HELD, TUESDAY FEBRUARY 23RD, 2016 AT 5:30 AT THE ARBOR VITAE CEMETERY OFFICE, 1301 ROBERTS AVE, MADERA, CA. 93637

TRUSTEE'S PRESENT:

MAURICE CAPPELLUTI
CANDY TALLEY
DAVID NEMETH
LOIS BETTY
JIM HARPER

PUBLIC/EMPLOYEE'S PRESENT:

BELVA BARE -DISTRICT MANAGER
TRACY ISAAK - OFFICE TECHNICIAN
JOHN ANDERSON-OPERATIONS MANAGER
BALDEMAR AVILES- GROUNDSKEEPER III
CRUZ MAGDALENO-GROUNDSKEEPER II

CALL TO ORDER:

Chairperson Maurice Cappelluti called the meeting to order at 5:30 P.M.

ROLL CALL OF BOARD:

Chairperson Maurice Cappelluti took roll of the Board. All Board Members were in attendance.

PLEDGE TO THE FLAG

Trustee Lois Betty presented the pledge.

CHANGES TO THE AGENDA IF NECESSARY:

For information only Item L. will be discussion of roof repair at the Oakhill Cemetery. Adjournment will now be Item M

PUBLIC COMMENT ON ANY AGENDA ITEM:

No public comments at this time.

CONSENT CALENDAR:

Chairperson Maurice Cappelluti asked for the approval of the minutes for the regular meeting January 26th, 2016. Trustee Jim Harper made a motion to accept the minutes for January. The motion was seconded by Trustee Jim Harper. It was unanimously approved. Chairperson Maurice Cappelluti asked for approval of the January 26th 2016 warrants in the amount of \$66,761.17. Trustee Lois Betty made a motion to accept the warrants for January 26th, 2016. The motion was seconded by Trustee Candy Talley. All in favor. Chairperson Maurice Cappelluti asked the board if they would like to change the date of March 8th, 2016 for the planning meeting to April 12th, 2016. It was agreed to change the 2016 Planning Meeting to April 12th, 2016 at 1:00 in the main office. The next regular meeting of the Board will be Tuesday, March 15th, 2016, at 5:30 P.M. at the Arbor Vitae Cemetery Office.

RECESS TO CLOSED SESSION:

Chairperson Maurice Cappelluti asked for a closed session for possible litigation/public employee evaluations.

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

No action taken.

REPORT/DISCUSSION/APPROVAL OF MADERA CEMETERY DISTRICT INVESTMENT POLICY:

A discussion on Safety, Liquidity, and return on investments was had. Trustee Lois Betty stated we have to follow the Health and Safety Code. Trustee Lois Betty asked that we put this item on our planning meeting agenda as a fixed line item. A discussion on having legal counsel review and input any new laws pertaining to investments. Trustee Lois Betty asked that this be reviewed with legal counsel and submitted along with any new polices. A resolution for Item 3.0 will be had.

STATEMENT OF ECONOMIC INTEREST FORMS 700 ANNUAL FILING:

Form 700 was filled out and signatures were had.

DISCUSSION/REPORT ON LEASE AGREEMENT WITH D & D AG SERVICES:

District Manager Belva Bare stated the lease had been submitted to County Counsel. County Counsel is now Lozano Smith Attorneys at law based out of Los Angeles. Lozano Smith being unfamiliar with Special Districts had questions. All question had been discussed an answered and we are waiting for final signed draft.

DISCUSSION /REPORT OF MADERA CEMETERY DISTRICT'S ANNUAL SAFETY AREA MEETING:

District Manager Belva Bare stated this meeting was outstanding. We had over sixty people attend representing 14 districts. Operations Manager John Anderson stated we had three breakout sessions. Harassment training, Grasshopper went over the maintenance and safe operation of mowers and I did a lock out, tag out session. Belva stated that Mark Marshall from Golden State Risk Management informed the attendees that they all need to look at Madera Cemetery District as their mentor because they do it right.

DISCUSSION/REPORT OF TOPICS FOR PLANNING MEETING:

District Manager Belva Bare asked the board if they had any additional topics for the planning meeting. Belva stated she would like North Fork on the septic and the possibility of a free standing restroom. Trustee Lois Betty stated she would like to see the new Oakhill property to be discussed. A discussion on the baby area and any projects for the one, five, and ten year planning.

REPORT/DISCUSSION OF BUDGET COMMITTEE FOR THE 2016-2017 YEAR:

District Manager Belva Bare stated last year Trustee Lois Betty and Candy Talley were on the committee. Following the chart is would be Trustee Jim Harper, Chairperson Maurice Cappelluti and Trustee David Nemeth. It was decided that

Trustee Jim Harper and Trustee David Nemeth would be the budget committee for the 2016-2017 year.

DISCUSSION/REPORT ON NEW BABY AREA AT THE ARBOR VITAE CEMETERY:

Belva stated she had been talking to Larry Moore regarding putting a niche area for a beautification project. Belva stated she would like to see a walkway with benches and two statues of each side of the niche area. The niche area would be about twenty five feet long and four feet tall, this would accommodate about 75 -100 niches. Belva stated we would be implementing a baby beautification area at the Calvary Cemetery also. Chairperson Maurice Cappelluti stated he would like to see a sketch for the planning meeting regarding this.

POLICY ON FILMING ON CEMETERY GROUNDS:

A discussion on guidelines or policy for Filming on Cemetery Grounds was had. Belva stated that summertime entertainment is considering March 13th at North Fork Cemetery. It was decided to charge a flat fee of \$ 75.00, require a two million insurance liability wavier and to change the wording from spiritual realm to satanic. This will be the guidelines at this point and not policy.

DISCUSSION/APPROVAL OF NEW IRS STANDARD MILEAGE RATE:

Belva stated the IRS standard mileage rate has dropped from 57.5 to .54. A motion was made to accept the IRS standard rate of .54 by Trustee David Nemeth and seconded by Trustee Jim Harper.

DISCUSSION ON UPCOMING ANNUAL CAPC CONFERENCE IN SEASIDE FOR MARCH 17TH-19TH 2016:

District Manager Belva Bare stated Trustee David Nemeth will be leading the Trustee meeting. Tracy Isaak stated she will have all information ready at next board meeting.

DECISION ON INVESTMENTS FOR E.C. & PRE-NEED FUNDS AS PER SANDRA WHEELER/WELLS FARGO IF NEEDED:

District Manager Belva Bare stated we have investment decisions for endowment care in the amount of \$230,000.00 and pre-need in the amount of \$334,000.00. It was decided to invest endowment care; \$100,000.00 into Comenity Bank 1.80 and 100,000.00 in government bonds. These fit with the bond ladder strategy. Pre-need \$100,000 into GE Capital CD if available, 100,000 Beneficial Bank, and \$100,000 each into two of the Gov't Agency bonds offered. A motion was made by Trustee Lois Betty and seconded by Trustee Candy Talley.

DISCUSSION/REPORT ON ROOFING AND WOODPECKER PROBLEMS AT OAKHILL CEMETERY:

Belva stated with the wet weather we have had a problem with the woodpeckers at the Oakhill office. She stated she has contacted Jim Hopson Construction for a bid to repair the roof and siding. He will be getting back to us. Belva also stated that a few trees will need to bring down.

ADJOURNMENT: 7:45 p.m.