

# Minutes

## Meridian Cemetery Maintenance District Regular Board Meeting

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**DATE**

November 6, 2025

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**TIME**

7:00 A.M.

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**MEETING CALLED TO ORDER BY**

Chairman Drew Eggers at 7:03 A.M.

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### IN ATTENDANCE

Chairman Drew Eggers, Commissioner Nic Gibson, Commissioner Julie Eavenson, Manager Mark Magdaleno, Secretary Portia Flynn, Counsel Abbey Germaine, and guest Cassie Zattiero, CPA Bailey & Company.

### PRESENTATION OF 2024 AUDIT RESULTS

Chairman Eggers introduced Cassie Zattiero. Ms. Zattiero gave copies of the 2024 Audit to each Board Member. She went through it in detail, explaining each section and answering questions as they were presented.

Chairman Eggers thanked Ms. Zattiero and excused her from the meeting.

- Commissioner Gibson made a motion to approve the 2024 Audit as presented, Seconded by Commissioner Eavenson. All in favor, Motion passed.

### APPROVAL OF MINUTES

- Commissioner Gibson made a motion to approve the August 7, 2025, Budget Hearing Minutes and the Special Board Meeting minutes as presented. Seconded by Commissioner Eavenson. All in favor, Motion passed.

### APPROVAL OF EXPENSES

- Commissioner Eavenson made a motion to approve July, August and September 2025, Expense Reports as presented. Seconded by Commissioner Gibson. All in favor, Motion passed.
- Commissioner Eavenson made a motion to approve July, August and September 2025, Financial Reports as presented. Seconded by Commissioner Gibson. All in favor, Motion passed

## **MANAGER'S REPORT**

Manager Mark Magdaleno shared that the New Addition has been finally completed, and the last payment has been sent to Triple G Construction. The platting must be completed before we can use the plots. Angela Hanson from Cushing Terrell has submitted the plat for approval.

The Plaza will need an awning and monuments/military monuments which do not need to be completed now but will need to be done in the future. (see attachments for bid numbers)

We will need to order more cremation niches. Chairman Eggers asked when we would need the niches and where will we put them. Mark explained that we do not need them immediately and that we already have an area that will work, and it will provide about seventy new niches.

Mark was excited to share that the old pump house is gone and has been completely removed. He is looking forward to having a new pump house that will work efficiently, making everyone's job better. We will be working in phases to build the pump house. Phase one will include: fees, demo, power, concrete, and system dismantle, with a cost of \$50,000. The total cost of the project will cost up to but not to exceed, \$150,000.

Mark opened a discussion about Future Capital Improvements. Included are asphalt repairs to existing roads and installation of a new irrigation system. He would like to do the new irrigation system before we begin work on the roads since many of the irrigation pipes run under the existing roads. By doing it in this order we will not have to tear up the new roads, and it is much more cost effective.

Counsel Abbey Germaine reminded the Board that we have reserved Foregone Funds if needed for any of these projects.

Commissioner Gibson asked about the bid process. Counsel Abbey Germaine explained that not all projects have to go out for public bid. When the time comes, we will have to look at the specifications and qualifications to see what the best bid process will be.

Commissioner Eavenson asked about the previously requested Tree Replacement Report. Mark explained he has contacted an arborist and they are working towards completing the report. She also thanked Mark for all his work in collecting quotes and agreed that it should all be done in phases.

Mark shared the letter from Joplin Cemetery requesting that the Meridian Cemetery Maintenance District consider absorbing Joplin. Mark has spoken with the Meridian City Mayor and with Dry Creek Cemetery and it is everyone's opinion that it would not be in the best interest of the Meridian Cemetery to undertake the absorption of Joplin Cemetery. The Board directed Portia to write a letter explaining our position and Chairman Eggers will sign the letter. The letter will be sent to Joplin and a copy to Meridian City, since they brought this matter to the attention of the Board.

- Commissioner Gibson made a motion to accept the Manager's Report, Seconded by Commissioner Eavenson. All in favor, Motion passed.

## **NEW BUSINESS**

Handbook: Counsel Abbey Germaine said that she spoke with Jackie in her office about the number of hours it would take to revamp the entire Handbook. Jackie said it would take about 20 hours.

Ms. Germaine said she could make the changes that the Board, Mark and Portia have suggested instead of an entire revamp if that is what the Board chooses. Mark said he believes that the updates would suffice. Ms. Germaine suggested that the Board schedule an entire revamp every five years as the rules and law change often. The Board directed Ms. Germaine to make the changes that were suggested instead of an entire revamp. Commissioner Eavenson said we should review it yearly and Portia shared that is on the Calendar every year in February.

Election: Congratulations to Commissioner Gibson for his successful campaign. Mark said we had more calls asking questions and everyone agreed it is encouraging to see so many people voting and taking an interest in what we are doing.

Assess Fee Schedule: Mark shared that there is nothing that needs to be changed. One issue is proving that people who want to buy plots at the discounted rate live in the Meridian District. Commissioner Eavenson said it would be wise to explain to the patrons that the fee for In District Plots is less because it is a discount for those who live in the District and pay taxes. Identification must be shown for each plot purchased. Spouses and minor children who live at the same address in the Meridian District and any other family member that can prove they live at the same address will be included. Accepted forms of identification can include driver's license, passport, and Idaho Power Bill.

Commissioner Gibson asked if they could sell their plot to others. Counsel Abbey Germaine explained that they do not have title to the plot, they have only bought the right to be interred there. Mark said they can also sell their plot back to the Cemetery at the price they bought it for.

Staff Review and Bonuses: Mark shared his request for Cost-of-Living Adjustment (COLA and Performance raises. He also explained that we have lost one employee after training them for a year to another job where he can make more money. It is important that we offer a competitive salary so we can hire and retain good employees (see attached). Commissioner Eavenson explained that if we are to raise the employee wages, this would be the time to do it, Many studies are showing that we may not have the same resources next year and taking advantage of the monies we have now would make sense. The Board agreed that the following raises will be given to the employees, Kyle Peterson and Matthew West.

- They will receive a 4% Cost of Living raise and 10% for Performance Equity and Retention raise for a total of 14%,
- Kyle Peterson will increase from \$23.15 per hour to \$26.39 per hour beginning January 1, 2026, which reflects the 14% increase.
- Matthew West will increase from \$20.00 per hour to \$22.80 per hour beginning January 1, 2026, which reflects the 14% increase.

Commissioner Gibson suggested that this information is shared with each employee that we have made this increase because we value them.

Mark said this amount will help him recruit and retain excellent employees.

- Commissioner Gibson made a motion to increase Kyle Peterson and Matthew West's wage by a 4% COLA, and 10% Performance and Retention raise which is a total of 14%, effective January 1, 2026. Seconded by Commissioner Gibson. All in favor, Motion passed.

Chairman Drew Eggers said he had completed Mark Magdaleno's Performance Review and Evaluation and he rated 100% - Excellent. He said Mark was happy with a 5% increase. Commissioner Eavenson suggested that we do a 4% COLA raise which is consistent with the raises for the employees and a 2% Performance raise for a total of 6%. After discussion, Chairman Eggers and Commissioner

Gibson agreed with Commissioner Eavenson. Mark's salary will increase from \$98,652.00 to \$104,571.12, reflecting the 6% increase, effective January 1, 2026.

- Commissioner Eavenson made a motion to increase Mark Magdaleno's salary by a 4% COLA increase and a 2% Performance increase for a total of 6% effective January 1, 2026. Seconded by Commissioner Gibson. All in favor, Motion passed.

Mark made a recommendation to give a yearend bonus of \$500 net to each employee, to be paid the first week of December 2025. The Board agreed and will give Mark this same bonus amount.

- Commissioner Gibson made a motion to approve the 2025 Yearend Bonuses of \$500 net for Kyle Peterson, Matthew West, Mark Magdaleno and Portia Flynn, to be paid the first week in December 2025. Seconded by Commissioner Eavenson. All in favor, Motion passed.

Chairman Drew Eggers said he had completed Portia Flynn's Performance Review and Evaluation and she rated 100% - Excellent. It was discussed and agreed upon to keep her increase the same as Mark Magdaleno's, which will give her an increase from \$45.00 to \$47.70 per hour, effective January 1, 2026.

- Commissioner Gibson made a motion to increase Portia Flynn's wage by a 4% COLA increase and a 2% Performance increase for a total of 6%, effective January 1, 2026. Seconded by Commissioner Eavenson. All in favor, Motion passed.

Chairman Eggers shared with the Board that he would like to give a Christmas Bonus of \$250 to Dee Jayo who has worked tirelessly for months to digitize all the Cemetery files that date back to 1935.

- Commissioner Gibson made a motion to give a Christmas Bonus of \$250 to Dee Jayo to be paid in December 2025. Seconded by Commissioner Eavenson. All in favor, Motion passed

Chairman Eggers said that the next meeting will be on December 4<sup>th</sup> at 7:00 A.M. A discussion ensued as to future meetings. It was decided to cancel the January and March 2026, meetings.

## **PUBLIC INPUT**

No public input

## **EXECUTIVE SESSION**

No Executive Session

## **NEXT MEETINGS**

December Board Meeting - December 4, 2025, 7:00 A.M.

## **ADJOURNMENT**

Chairman Eggers adjourned the meeting at 8:36 A.M.

**ATTEST:**

Drew Eggers  
Chairman of the Board

Portia Flynn  
Secretary/Treasurer

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