**NEVADA CEMETERY DISTRICT**

**Minutes**

**January 2024\_MONTHLY REGULAR MEETING Draft #2**

**BOARD OF TRUSTEES**

**FRIDAY, January 19th, 2024, 1:30 PM**

**Madelyn Helling Library**

**Gene Albaugh Community Room**

**980 Helling Way, Nevada City, CA 95959**

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1. **Board call to order - public session**
2. **Pledge of Allegiance**
3. **Roll call: Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Bushore, Trustee Zimmerman, General Manager Love, Secretary Dorothy Miller**
4. **Public comment**

Members of the public shall be allowed to address the Nevada Cemetery District Board of Trustees on items which are of interest to the public and which are within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Ralph M. Brown Act, California Government subdivision (6) of Section 54954.2.

To comment during the meeting, the public may attend in person, and/or prior to the meeting, the public may submit comments by writing the Board, or by email to: [Svea@nevadacemeterydistrict.com](mailto:Svea@nevadacemeterydistrict.com)

The following procedures shall be in effect regarding the public’s exercise of this right:

The total amount of time allotted for receiving such public comment may be limited to not less than 15 minutes during any regular Board meeting.

The Chair may limit any individual to not less than 3 minutes. Time to address the Board will be allocated based on the order of requests received. Not all attendees may be allowed to speak if the total time allocated expires.

The Board may not allow the public time to speak on an item which was previously considered by the Nevada Cemetery Board of Trustees if an opportunity for public input was afforded at that meeting. (Government Code Section 54954.3)

**No public present.**

1. **Action request - periodical items**

All matters listed under Action Items are items routine to the Board of Trustees and may be acted upon individually by one Action or grouped together by an Action. There maybe be separate individual discussion, or no discussion on these items, and enacted by one or more motions, if discussion, or questions are individually desired, the bookkeeper may be present, or available by other electronic means.

1. Motion of Approval – Minutes
   1. Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, December 15th, 2023, at 1:30 PM.

**Trustee Cassella moved approval of the Minutes of the December 15, 2023, meeting as presented. Motion was seconded by Trustee Ward and carried with Trustee Zimmerman abstaining as he did not attend the meeting.**

1. Motion to Approve - Financial Yearly Financial Reports

July 2023 - June 2024 (December 2023), dated January 4, 2024

NCD Memorandum - Cover Letter to Board by Bookkeeper

Monthly Endowment Fund Activity

Monthly Operations Fund Activity

Monthly Income & Expense

ME FNS Budget to Actual

FNS P&LYTD Comp

Reconciliation Report

**Consideration of the above reports was deferred until the next meeting. The General Manager will schedule a meeting of the current and prior District bookkeepers with the Finance Committee to discuss reporting format, etc.**

Motion to Approve - Credit Card Charges of

Charge Statement Dated December 10, 2023

**Trustee Zimmerman moved for approval of the Statement of Credit Card Charges dated December 10, 2023. Motion was seconded by Trustee Ward and carried unanimously.**

1. **Bookkeeping report(s)**

Review of questions posed at the December 15th meeting – (**no update at this time**)

1. **Manager’s report**

This Report is relating only to all or any specific cemetery(s) of the District, as to interments, information, ideas, or questions relating to Problems, Concerns, Events, or Happenings, Needs, Repairs, Projects, et al, which may contain a Board response or direction.

Informal directions to the Manager requiring no Formal Board Action(s) will be listed in the Board Minutes.

1. Review of August, September, October and December 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

**General Manager Love presented a written report covering August through December 2023 sales and income at the District’s cemeteries.**

1. General maintenance conducted:
   1. Penn Valley
   2. Elster
   3. Deer Creek
   4. Loney-Stanford
   5. Indian Springs
   6. Clear Creek
   7. North San Juan Protestant
2. Ethics Training @ Rood Center

**The General Manager informed the Board of training availability at the Rood Center. Both new Trustees Ward and Zimmerman indicated they had received training. Trustee Cassella noted the District does not have nine employees which would make this training mandatory per Government Code. Also, the District does have a Policy Against Harassment in the Workplace.**

D. Nevada County Historical Society

**General Manager Love informed the Board she has spoken with the Historical Society. They have said we could post our flyer in their newsletter. We would need to provide them with 450 copies of the brochure around April or May to hand out for tours of the cemeteries. Trustees Ward and Zimmerman discussed the Historical Society request for a Thursday night speaker at the Society’s meetings. Trustee Ward said in lieu of a speaker he could do a cemetery tour in July. Other possible presentations were discussed.**

1. **Standing or ad hoc committee reports**

The Chairman may make or request any reports, direction, appointments, or changes at this time.

Personnel Committee: (Trustees Cassella and Hurst)

Finance Committee: (Trustees Cassella and Hurst)

Property Committee: (Trustees Cassella and Bushore)

Red Men – update

Marketing Committee: (Trustees Hurst and Bushore)

Ad Hoc District Fees Committee: (Trustees Zimmerman and Bushore)

**No reports given at this time.**

1. **Old business\*\***
2. Review and adoption of Accounting Policies and Procedures (**no report at this time**)
3. **New business\*\***
4. Purchasing Policy & Control Ideas – Discuss/Possible Action

**A lengthy discussion was held on this proposal. Trustee Zimmerman felt it should be limited to actual District needs. Trustee Cassella stated the District had a need for the policy both as guidance for employees and for legal reference on operating procedures. The Chairman will review the proposed policy. No other action was taken.**

1. Electronic signatures – Discuss/Possible Action

**The Board discussed the various forms of electronic signatures, where they would be used, etc.**

**\*At 3:25 Trustee Zimmerman left the meeting; however, he informed the Board he was in favor of the balance of items B through H. under Item 10, excepting item E on which he had no opinion**

**Following further discussion, Trustee Cassella moved to approve the use of electronic signatures by Board members. The motion was seconded by Trustee Ward and carried unanimously. \***

1. Board meeting times for 2024 at Library Community Room– Discuss/Action

**Board members indicated their acceptance of the proposed meeting time as the third Friday at 1:30 p.m. in the Madelyn Library Gene Albaugh Community Room. The Chair noted that the Library has proposed a rental charge of $20/hour; however, Trustee Cassella informed the meeting the charge for a governmental agency was supposed to be free. Trustee Cassella moved approval for a revised contract to be signed for securing the meeting place and time with the Library. Motion was seconded by Trustee Ward and carried unanimously. \***

1. Auditor Proposal – Discuss/Possible Action

**Chair Bushore moved that the Chairman be authorized to negotiate a contract for audit services with Larry Bain, CPA, subject to Board approval. Motion was seconded by Trustee Cassella and carried unanimously. \***

1. Disinterment Paperwork – Discuss/Possible Action

**Trustee Ward moved approval of the proposed Request and Authorization for Disinterment and Removal as presented. Motion was seconded by Trustee Hurst and carried unanimously. \***

1. Harassment Prevention Training Requirement – Discuss – **No Action**
2. Harassment Training Policy – Discuss/Action – **No Action**
3. LAFCO Agency Letter – Discuss

**The Board indicated there were no objections to the Local Agency Formation Commission proposal to form a County Service Area in the North San Juan area (CSA #39) for the purpose of construction and maintenance of a fire suppression system**.

1. **Board discussion\*\*\***

The Board will identify other information relevant items for future Agenda items, or future New Business, and/or action such items and reports for future meeting(s) therewith or thereafter, at the request of the General Manager, or a Trustee.

**No items given.**

1. **Adjournment**

**Chair Bushore moved to adjourn the meeting at 3:45 p.m., to reconvene in regular session on February 17, 2024, at 1:30 p.m.in the Gene Albaugh Community Room of the Madelyn Helling Library, Nevada City.**

**ATTEST:**

Gerald R. Bushore, Chair January 19, 2024