**NEVADA CEMETERY DISTRICT**

**Minutes**

**August 2023\_MONTHLY REGULAR MEETING**

**BOARD OF TRUSTEES**

**FRIDAY, AUGUST 18, 2023, 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**

**The meeting was called to order at 1:36 p.m.**

1. **ROLL CALL:**
	* **Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Bushore, Trustee Zimmerman (absent), General Manager Love, Secretary Dorothy Miller**
2. **PUBLIC COMMENT ON MATTERS ON OR NOT ON THE AGENDA**

 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

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

1. 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.
2. The Chair may limit any individual to not less than 3 minutes. Time to address the Board will be allocated on the basis of the order of requests received. Not all attendees may be allowed to speak if the total time allocated expires.
3. 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.**

**IV. ACTION REQUEST- PERIODICAL ITEMS:**

All matters listed under Action Items are considered to be 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.

**No report at this time**

* + 1. Motion of Approval – Minutes
			- 1. Delayed and Amended: Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, June 16, 2023, at 1:30 PM.

**Trustee Hurst moved approval of the June 16, 2023, Minutes with corrections as submitted to the Board at the July 21 meeting and as further amended as follows:**

**VII STANDING COMMITTEE REPORTS**

**D. Marketing Committee**

 **No report at this time; however, Trustee Hurst did report that the weekly special advertising edition of the newspaper now costs $2 per copy. Discussion then centered on updating the District’s website. Trustee Zimmerman volunteered to develop the History section of the site. Trustee Ward volunteered photos, etc., which he has.**

**The motion was seconded by Trustee Cassella and carried on the unanimous consent of those present.**

* + - * 1. Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, July 21, 2023, at 1:30 PM.

 **Trustee Hurst moved approval of the Minutes of the July**

 **21, 2023, Board meeting. The motion was seconded by**

 **Trustee Cassella and carried on the unanimous consent**

 **of those present.**

1. Motion to Approve - Financial Yearly Financial Reports

July 2023 - June 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

**Trustee Cassella moved approval of the Financial Yearly Financial Reports for July 2022 through June 2023. The motion was seconded by Trustee Ward and carried on the unanimous consent of those present.**

1. Motion to Approve - Credit Card Charges of

 Charge Statement Dated July 10, 2023

 **Trustee Hurst moved approval of the credit card charges on Charge Statement**

**dated July 10, 2023. The motion was seconded by Trustee Cassella. The motion carried on the following roll call vote: Trustee Hurst, Trustee Cassella, and Trustee Bushore: Aye; Trustee Ward: Abstain**

**V. BOOKKEEPING REPORT(S)**

 Update on Current Audit

 **NO REPORT AT THIS TIME**

**VI. 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. Motion to Postpone:

 Review of January, February, March, April, May, June, July. & August 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

2. Report North San Juan Protestant

 a. Discuss direction on bid received for two tree removals.

 b. Discuss direction on a third dead tree outside of cemetery.

**Following the Chair’s report, Trustee Cassella moved the Chair to negotiate with potential contractors for the tree removal, with the suggestion that the Fire Safe Council be contacted to determine how and if they can also become involved. The motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.**

3. Report Elster Memorial Lawn

 Awaiting technical person to inspect water pressure regulator, or in need of a second well, as water pressure and volume is not adequate during summer months to keep grass green.

4. Report Deer Creek

 Major water leak was dug up and capped, plus replaced battery on sprinkler timers. Inoperative Solar panel was replaced.

 NID bill still shows excessive water use, thus now needing further investigation

5. District continues to need bids from Fencing Contractors for repairs at several sites.

 A list of preferred contractors has been obtained to contact.

6 . Lawnmower and 14’ Trailer has been sold, and funds added to Equipment reserve account. Request the District use available funds received to purchase and install up to a 1,200-gallon Propane tank; and to purchase an adequately sized propane generator and installation.

**VII. STANDING OR AD HOCS COMMITTEE REPORTS**

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

1. Personnel Committee: (at this time Trustees Cassella and Hurst)

 Committee will report on any determination of meeting agenda time, place, or any new part time hiring and/or review of the Employee Handbook and Policies.

 **No report at this time**

1. Finance Committee: (at this time Trustees Cassella and Hurst)

Discussion and recommendation of final fiscal year budget implementation.

**Trustee Cassella reviewed items recommended by the Finance Committee for the proposed Final July 2023-June 2024 Operating Budget. Following discussion, Trustee Cassella moved approval of the Final Budget. The Motion was seconded by Trustee Bushore and carried on the unanimous consent of those present.**

1. Ad Hoc District Fees Committee: (at this time Trustees Zimmerman and Bushore)

 Discussion and recommendation of new fee implementation.

**Trustee Cassella reviewed the current District fee schedule, noting that the committee is recommending fee increases for District Endowment Care to $350, with green burial Endowment Care to $450; and large/heavy marker setting to $500, Trustee Cassella moved adoption of Resolution No. 23-6 Resolution Adopting Fee Schedule for the Nevada Cemetery District Effective January 1, 2024. The motion was seconded by Trustee Bushore and carried on the unanimous consent of those present.**

D. Property Committee: (at this time Trustees Cassella and Bushore)

 (1) Progress report of Odd Fellows

  **No report at this time.**

 (2) Progress report on Red Men Cemetery

 Report from Trustee Bushore

**Trustee Bushore presented the background of negotiations on the transfer of this facility to the District which was initially offered by the Order of Red Men. The cemetery dates from 1873, and the metes and bounds property description has been verified by Trustee Ward to coincide with the surrounding properties. The District’s current contact with the Red Men has been delayed due to illness. Acquisition of the property will be pursued.**

E. Marketing Committee: (at this time Trustees Hurst and Bushore)

 **No report at this time.**

1. LAFCO proposed Land Annexations to Nevada County cities

 This item is normally informational only but can be responded to LAFCO by the Board.

 **No report at this time**

**VIII. OLD BUSINESS\*\***

A. Continued Discussion, to explore the risk with legal counsel of an ordinance regarding cemetery theft, damage, desecrations, camping and loitering, at any time and after-hours trespass.

 Chair Bushore will have discussions with the County Sheriff’s liaison.

B. District Name Change, for continued discussion and direction to Chair on implementation, with possible direction, action, or other implementation, under California Health and Safety Code 9043, and in compliance with the requirements of Chapter 23 (commencing with Section 7530) of Division 7 of Title 2 of the Government Code.

Awaiting discussion and any direction only at this time.

C. Review and adoption of Accounting Policies and Procedures.

 Awaiting Accounting Policies and Procedures in preparation, no action requested at this time.

1. Review and approval of a Memorandum of Understanding - City of Grass Valley and the Nevada Cemetery District  for accounting services to the District.

**Awaiting response to District of signed documents submitted to City of Grass Valley**.

**IX. NEW BUSINESS\*\***

1. None requested.

 **X. HEALTH AND SAFETY CODE - Section 9031 (e) “CLOSED SESSION**\*\*

**Closed Session - Dated 06/16/2023**

Chair requests the need for a Closed Session of the Board as to personnel matters and direction or action before the Board. Formal Action is being requested or expected.

THE PUBLIC PORTION OF THE MEETING TO PAUSE but remain open and monitored by staff member and/or secretary to reconvene public hearing after Closed Session of the Board of Trustees.

 **ADJOURN T0 CLOSED SESSION at 3”15 p.m. for**

 PERSONNEL matters regarding

 Public Employment pursuant to (Gov. Code § 54957)

 Title: Maintenance

**RECONVENED T0 OPEN SESSION at 3:41 p.m. (It was noted that Trustee Ward departed the meeting at 3:28 p.m.)**

 **CHAIRMAN TO ANNOUNCE BOARD ACTION, if any, of CLOSED SESSION**

**The Board directed staff to look into additional staff to work part time help for the crew and the General Manager.**

**XI. BOARD DISCUSSION\*\*\***

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

* 1. Trustee Hurst: **Will check the Health and Safety Code *with the Clerk of the Board of Supervisors* re** ***Trustees’ terms***
	2. Trustee Ward
	3. Trustee Cassella
	4. Trustee Zimmerman
	5. Trustee Bushore: **Will Check with insurance carrier re ethics harassment courses**
	6. General Manager Love: Revise **Marker Policy in policy book**

**XIl. ADJOURNMENT**

 The Board may continue this open part of the meeting to a day, time, and place certain.

**Trustee Hurst moved to adjourn the meeting at 3:47 p.m. Trustee Cassella seconded the motion which was carried unanimously on the consent of those present**.

\*\* The Board of Trustees can discuss these items at any time during the meeting

\*\*\* The Board will present issues/concerns for the next meeting Agenda

ATTEST:

 Date;

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GERALD R. BUSHORE, BOARD CHAIR