**NEVADA CEMETERY DISTRICT**

**December 2023\_MONTHLY REGULAR MEETING**

**Draft**

**Minutes**

**BOARD OF TRUSTEES**

**FRIDAY, December 15th, 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 1:30 p.m. – Pledge of Allegiance was given.**

1. **Roll call:** Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Bushore

General Manager Love, Secretary Dorothy Miller. Trustee Zimmerman was absent.

1. **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, November 17th, 2023, at 1:30 PM.

**Motion was made by Trustee Cassella to amend the Minutes of the November 17th meeting, under Board Discussion as follows: “The Board will discuss Trustee compensation. Trustee Cassella said there is a Resolution setting compensation at a maximum of $200 monthly for Trustees.”, and to approve the Minutes as amended. The motion was seconded by Trustee Hurst 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

Motion to Approve - Credit Card Charges of

Charge Statement Dated November 10, 2023

**The Board reviewed the Year-to-Date Financials for November 2023 for the 2023-2024 Fiscal Year and noted items needing further information in the Memorandum to the Board from Loree McCay.**

**An item on the Monthly Operations Fund Activity shows taxes on two parcels which were determined to be Maidu cemetery parcels. Other Maidu property was not shown.**

**Trustee Cassella moved approval of Credit Card Charges of Charge Statement dated November 10, 2023. The motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.**

**Trustee Cassella moved that the bookkeeper be directed to establish a Petty Cash Fund in the amount of $70 for small District purchases. The motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.**

**Approval was deferred on Item 52220 of the Budget to Actual Expenditures Report until further information becomes available – specifically concerning professional memberships.**

1. **Bookkeeping report(s)**

**No report at this time – The General Manager noted the new bookkeeper has been clocking in at the District office prior to starting work and is recording time at the office.**

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 November 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

**No discussion.**

1. General maintenance conducted, **and the General Manager complimented her staff on their work:** 
   1. Penn Valley
   2. Elster
   3. Deer Creek
   4. Loney-Stanford
   5. Rough and Ready
   6. Indian Springs
   7. Clear Creek
   8. North San Juan Protestant

**The Chair will confer with the Nevada County Sheriff’s Office regarding trespassers. He noted the District can adopt ordinances regarding trespassers and post notices.**

* 1. Graniteville

1. Proposed Tree Removal by PG&E at Sweetland Cemetery =

**It was noted that District should have personnel on site when PG&E conducts this work due to the proximity of vulnerable structures.**

1. Signing of Rules and Regulations
2. Monument Restorations –

**The Board discussed labor and the costs of doing monument restorations with existing staff and equipment.**

1. Starlink & Phones –

**The General Manager reported the new Starlink system has been installed and is working well**.

1. Winter Staff Projects –

**During inclement weather, District staff has been updating maps and files, noting APN and ownership on each map**.

1. PCA Training Day Conference Recap –

**The Genera Manager reported she and a staff member attended the Public Cemeteries Association Training Day Conference and found it very helpful. The Chair noted attendance is usually authorized by the Board as this involves expenditure of District funds.**

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.**

1. **Old business\*\***
2. Review and adoption of Accounting Policies and Procedures (no report at this time)

**MEETING RECESSED at 3 p.m., RECONVENING at 3:10 p.m.**

1. **New business\*\***
2. Control ideas as to warrant process and payments to vendors – Discuss/Possible Action

The Chair reviewed the written proposal to control expenditures by District staff.

1. Electronic signatures – Discuss/Possible Action
2. Policy changes regarding third party monument companies – Discuss/PossibleAction

**The Board discussed the existing and updated Memorial Markers policy and the work involved, Trustee Cassella moved adoption of the revised Memorial Marker and Coping Policy(s). Motion seconded by Trustee Ward and carried on the unanimous consent of those present.**

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1. Earning Compensated Time Off (CTO) vs. being paid out as Over Time (OT) – Discuss

**No change.**

1. Affidavit and Release of Internment Plot – Discuss/Possible Action:
2. Board meeting times for 2024 – Discuss/Action

**Action was deferred until the next meeting.**

1. Port-A-Potty rental vs. purchase – Discuss.

**Action was deferred until the next meeting.**

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.

1. **Adjournment**

**Trustee Cassella moved adjournment of the meeting until January 19, 2024. The motion was seconded by Trustee Ward and carried on the unanimous consent of those present.**

**ATTEST:**

Gerald R. Bushore, Chair December 15th, 2023\* The