



Nevada Cemetery District  
10523 Willow Valley Road  
Nevada City, CA 95959  
Phone 530-265-3461  
Nevadacemeterydistrict.com

# **PUBLIC NOTICE**

for the

## **NEVADA CEMETERY DISTRICT**

of the

### **JUNE 2025 REGULAR BOARD MEETING**

for the

### **BOARD OF TRUSTEES**

on

### **Friday, June 20<sup>th</sup>, 2025, 1:30 P.M.**

at the

**Madelyn Helling Library  
Gene Albaugh Community Room  
980 Helling Way, Nevada City, CA 95959**

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#### **AGENDA\***

Please note the time and meeting location above.

#### **1. Board call to order - Public Session**

#### **2. Roll call:**

Trustee Hurst  
Trustee Jones  
Trustee Ritti  
Trustee Ward

#### **3. 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 of Section 54954.2, subdivisions (a)(3) and (b). 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 the Board Chair at: **shiftyfifty1@gmail.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 a Committee of the Nevada Cemetery Board of Trustees if an opportunity for public input was afforded at that meeting. (Government Code Section 54954.3, subd. (a))-.

#### **4. Action Items Requests\***

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

##### **A. Motion of Approval – Minutes\***

- 1) Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District Office, on Friday, May 16, 2025, at 1:30 PM.

##### **B. Bookkeeper's Report\* Questions for Bookkeeper\***

##### **Motion to Approve – Monthly Financial Reports\***

##### **May 2025 Financials Report:**

NCD Memorandum - Cover Letter to Board by Bookkeeper  
Monthly Endowment Fund Activity  
Monthly Operations Fund Activity  
Monthly Income & Expense  
P&L by Month  
P&L Comparison YTD  
Budget vs. Actual YTD  
Reconciliation Report  
May Credit Card Transactions – Discussion/Approval

#### **5. Chair's and Crew Report\***

This Report is for 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, or from, the Manager requiring no Formal Board Action(s) will be listed in the Board Minutes.

- A. Review of Cemetery Interments, Pre-Need Sales, and Miscellaneous Income:  
Refer to Management report in Board packet.
- B. General maintenance conducted: Refer to Forman Report in the Board packet.

## **6. Standing or ad hoc Committee Reports\***

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

Personnel Committee: (Trustees Ward and Zimmerman)

Finance Committee: (Trustees Ritti and Ward)

Property Committee: (Trustees Ward and Hurst)

A. Maidu Tribal Burial Cemetery

Marketing Committee: (Trustees Hurst and Ritti)

## **7. Old Business\***

- A. Health insurance premium increase planning.

## **8. New Business\***

- A. Approval of preliminary budget for fiscal year 2025-2026.
- B. Appointment of Chairperson of the Board of Trustees for fiscal year 2025-2026.
- C. Approval of attorney's changes to Employee Handbook.
  - 1. Verification of District holiday dates (e.g., Juneteenth, Cesar Chavez)
- D. Review of marketing opportunity with Area Maps.

## **9. Closed session**

- A.** PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).) Title: *Office Administrator*
- B.** PUBLIC EMPLOYEE EVALUATION OF PERFORMANCE (Gov. Code section 54957(b)(1).) Title: *Interim General Manager*

## **10. Board discussion\*\***

The Board will identify other relevant items for future Agenda items or future New Business and/or agendaize such items and reports for future meeting(s) at the

request of the General Manager or a Trustee.

**11. Adjournment**

- \* The Board of Trustees can discuss these matters at any time during the meeting
- \*\* The Board will present issues/concerns for the next meeting agenda

Next Tentative Regular Board Meeting Friday, June 20, 2025

**ATTEST:**

Signed by:  
*Michael Hurst*

Michael Hurst, Chairperson

June 17<sup>th</sup>, 2025

THIS AGENDA WAS POSTED JUNE 17, 2025  
ON THE NEVADA CEMETERY DISTRICT WEBSITE,  
ON THE CEMETERY DISTRICT'S OFFICE EXTERIOR ENTRY BULLETIN BOARD,  
AND AT THE ROOD GOVERNMENT CENTER, MAIN LOBBY BULLETIN BOARD.