**NEVADA CEMETERY DISTRICT**

**Minutes Draft #4**

**February 2024\_MONTHLY REGULAR MEETING**

**BOARD OF TRUSTEES**

**FRIDAY, February 16th, 2024, 1:30 PM**

**Madelyn Helling Library**

**Gene Albaugh Community Room**

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

---------------------------------------------------------------------------------------------------------------------

1. **Board call to order - public session – at 1:40 p.m.**
2. **Pledge of Allegiance was given.**
3. **Roll call: Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Zimmerman, Bookkeeper Heidi Klopfer, Secretary Dorothy Miller present;**

**Trustee Bushore and General Manager Love, 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, January 19th, 2024, at 1:30 PM.

**Trustee Cassella moved approval of the Minutes of January 19, 2024, as corrected to show the meeting adjourned to February 16, 2024. Motion was seconded by Trustee Ward and carried unanimously.**

1. Motion to Approve - Financial Yearly Financial Reports

July 2023 - June 2024 (December 2023 & January 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 January 10, 2024

**Following questions for clarification of some entries from the Bookkeeper, Trustee Zimerman moved approval of the Year-to-Date Financials for December 2023. Motion was seconded by Trustee Cassella and carried unanimously.**

**Following questions for clarification of some entries from the Bookkeeper, Trustee Zimerman moved approval of the Year-to-Date Financials for January 2024. Motion was seconded by Trustee Cassella and carried unanimously.**

**Trustee Zimmerman moved approval of Credit Card Charges shown on the Charge Statement Dated January 10, 2024, subject to clarification provided. Motion was seconded by Trustee Cassella and carried unanimously.**

**The Board agreed the Credit Card Charges Statement should be approved separately.**

1. **Questions for Bookkeeper and General Manager**
2. **Bookkeeper’s Report**

**The Bookkeeper reported she had spent the past month reviewing previous financial reports. She had questions regarding guidelines on expenditures. In response, Trustee Cassella advised the Board and Bookkeeper that a capital asset is an item costing more than $1,000 with a useful life of more than 3 years, and not a computer.  This item was entered on the financial report as maintenance of equipment.**

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, December 2023 and January 2024 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
2. General maintenance conducted:
   1. Elster
   2. Loney - Sanford
3. Trees down at North San Juan
4. Nevada County Historical Society

**Trustee Zimmerman reported he will be giving an overview of the District’s historical cemeteries to the residents at Eskaton.**

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) – **No report**

Finance Committee: (Trustees Cassella and Hurst)

**Trustee Cassella reported the committee will be making** **recommendations to the full Board.**

Property Committee: (Trustees Cassella and Bushore)

Red Men – update – **No report**

Marketing Committee: (Trustees Hurst and Bushore) – **No Report**

Ad Hoc District Fees Committee: (Trustees Zimmerman and Bushore) – **No** **report**

1. **Old business\*\***
2. Review and adoption of Accounting Policies and Procedures (**no report at this time)**
3. **New business\*\***
4. Trustees Digital Signatures Consent Form - Discuss/Possible Adoption
5. Disinterment Authorization Form - Discuss/Possible Action

**Trustee Cassella moved approval of the Disinterment Authorization Form. Motion was seconded by Trustee Zimmerman and carried unanimously.**

1. General Counsel Fees - Discuss/Possible Action

**The Chair has been in discussion with General Counsel regarding fees. The Board approved the negotiations and authorized the Chair to sign the new agreement.**

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.

**Trustee Zimmerman related he would like to discuss controls on District purchasing. Both Trustees Zimmerman and Ward stated they would like Bookkeeper Klopfer to attend future Board meetings.**

1. **Adjournment**

**Trustee Ward moved adjournment of the meeting at 2:18 p.m. Motion was approved unanimously.**

**ATTEST:**

Mike Hurst, Vice Chair February 16, 2024