**NEVADA CEMETERY DISTRICT**

**Minutes**

**of the**

**JUNE 2023\_MONTHLY REGULAR MEETING**

**BOARD OF TRUSTEES**

**FRIDAY, JUNE 16, 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**
2. **ROLL CALL:**
	* Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Bushore,
	* Trustee Zimmerman, General Manager Richardson (excused), Secretary Dorothy Miller, City of Grass Valley Accountant Loree McCay
3. **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:

manager@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 a basis of the order of requests received. Not all attendees may be allowed to speak if the total time allocated expires. Public
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 device.

* + 1. Motion(s) of Approval – Minutes
			- 1. To amend previously approved Minutes of the Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, April 21, 2023, at 1:30 PM.
				2. Minutes of the Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District office, on Friday, May 19, 2023, at 1:30 PM.
				3. Minutes of the Special Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District office, on Friday, June 9, 2023, at 2:30 PM.
		2. Motion to Postpone or Approve - Financial Reports:

 (currently Postponed from Regular Board Meeting of March 31, 2023)

 Review of January 31, 2023, Endowment Fund Deposit Detail Report

 Review of January 31, 2023, Endowment Fund Reconciliation Summary

 Review of January 31, 2023, Expense Reconciliation of Operating Funds

 Review of January 31, 2023, Expense & Income Summary Operating Funds

 Review of January 31, 2023, Reconciliation Deposit Detail of Operating Funds

 Review of January 31, 2023, Operating Fund Budget vs Actual YTD

 Review of January 31, 2023, Operating Fund Income/Expense Report

 Review of January 31, 2023, Operating Fund Monthly Expenditure Report

 Review of January 31, 2023, Credit card purchases

 **Trustee Zimmerman moved to approve Item A (Minutes of April 21, 2023, Minutes of May 19, 2023, and Minutes of Special Meeting of June 9 2023) and item B (the Financial Reports for January 31, 2023; February 28, 2023, and March 31,2023. Motion was seconded by Trustee Hurst and carried unanimously**.

* + 1. No Item
		2. No Item
		3. Motion to Postpone or Approve:

 Gross Sales Revenue report of September 2022 thru May 2023

 (currently Postponed from Regular Board Meeting of May 19, 2023)

**Trustee Zimmerman moved to approve consideration of Item E until the next meeting. Motion was seconded by Trustee Ward and carried unanimously**

* + 1. Motion to Postpone or Approve:

 February 2023, Credit Card Charges

* + 1. Motion to Postpone or Approve:

 March 2023, Credit Card Charges

* + 1. Motion to Postpone or Approve:

 April 2023, Credit Card Charges

* + 1. Motion to Postpone or Approve:

 May 2023, Credit Card Charges

**Trustee Zimmerman moved approval of Items F, G, H, and I, Credit Card charges for February, March, April, and May 2023. Motion was seconded by Trustee Ward and carried unanimously**.

* + 1. Motion to Postpone or Approve:

 June.01.2023 Accounts Paid Batch\_NC106706

**Trustee Zimmerman moved postponement of Item J, Motion was seconded by Trustee Cassella and carried unanimously.**

* + 1. Motion to Postpone or Approve:

 April, 2023, Year to Date (YTD) Financials

**Trustee Zimmerman moved to approve item K, April 2023 Year to Date Financials. Motion was seconded by Trustee Cassella and carried unanimously**.

**Following discussion, Trustee Zimmerman moved that Balance Sheets need only be provided annually rather than once a month as that information is used for budget purposes. Motion was seconded by Trustee Cassella and carried unanimously.**

1. **BOOKKEEPING REPORT(S)**
	* + - 1. Update on Current Audit.

**Ms. McCay reported that the audit is almost complete. The current auditors’ contract for a comprehensive audit expires this year.**

Action Review of Memorandum Of Understanding Between The City of Grass Valley and The Nevada Cemetery District the or Accounting Services.

**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.

**The Chair talked about hiring a person for short term service and cited instances where the District’s three employees, due to illness or other circumstances, were unable to provide necessary coverage**. **Also discussed** **were instances of illegal depositing of cremains in District cemeteries as well as illegal camping and destruction of grave site monuments. Trustee Zimmerman volunteered to inquire whether there could be possible assistance from jail inmates. He also cited a need for more maintenance at the historical cemeteries; i.e., Meadow Lake, You Bet, Rebel Hill, etc., as these are of interest to visitors to the area. Trustee Ward talked about a possible stewardship program where a person in the area of a cemetery could possibly deter vandals and/or report incidents to the District or the Sheriff’s Office. Chair Bushore replied there are currently two such stewards who have been beneficial. Trustee Zimmerman talked about placing landmark signs to give the cemeteries more stature so the Sheriff’s Office will pay more attention to vandalism calls.**

 1. Motion to Postpone:

 Review of January, February, March ,April, May and June 2023 Cemetery Interments.

**The Chair reported the General Manager is working on tis report.**

**VII. STANDING COMMITTEE REPORTS**

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

1. Personnel Committee: (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.

 **Trustee Cassella reported the Committee is working on the Employee Handbook and Policies**.

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1. Finance Committee: (Trustees Cassella and Hurst)

 Committee has met and finalized a draft of this Agenda Item of a Trustee Resolution to approve for Budget Year 2023-2024.

**Trustee Cassella reported the Committee has reviewed a proposed budget with Loree McCay and will be distributing it before the August meeting.**

1. Property Committee: (Trustees Cassella and Bushore)

 (1) Progress report of Odd Fellows

 **No report at this time.**

 (2) Progress report on Red Men Cemetery

 N**o Report at this time.**

1. Marketing Committee: (Trustees Hurst and Bushore)

 **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 an artistry section for the History section of the site. Trustee Ward volunteered photos, etc, which he has.**

1. Ad Hoc District Fees Committee:

 **No report at this time. The new Board members were informed that every two years the District reviews its fees to assure they are justified.**

**Trustee Zimmerman volunteered to serve on the committee together with Chair Bushore.**

1. LAFCO proposed Land Annexations to Nevada County cities.

 **No report at this time.**

1. LAFCO Notification: **Information only**
2. Sec 99.01 District Notification Letter to Interested Parties of Penn Valley Fire Protection District (PVFPD) of proposed annexation of 720 Assessor Parcels.

2. Annexation Financial Estimate of PVFPD Annexation of current Rough and Ready Fire Protection District (RRFPD) current territory.

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

1. 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.

 **No report at this time.**

1. 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.

 **Discussion and any direction only at this time. Will be on next agenda.**

1. Review and adoption of any Accounting Policies and Procedures.

**Trustee Zimmerman moved consideration be postponed until the revised version of this document has been received. Motion was seconded by Trustee Hurst and carried unanimously.**

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

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

Chair Bushore request 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.

**X. ADJOURN T0 CLOSED SESSION: Declared at 3:55 p.m.**

 PERSONNEL

 Public Employment (Gov. Code § 54957)

 Title: General Manager

1. **RECONVENED T0 OPEN SESSION: Declared at 4:50 p.m.**

**Directions were given to the Chairman and report back to the Trustees in another Closed Session.**

1. **NEW BUSINESS\*\***

**None**

**XiIi. BOARD DISCUSSION\*\*\***

The Board will identify other relevant items, or future New Business, and/or

agendize action items and reports for future meeting(s) therewith or thereafter, at

the request of the General Manager, or a Trustee.

* 1. General Manager Richardson
	2. Trustee Hurst
	3. Trustee Ward
	4. Trustee Cassella
	5. Trustee Zimmerman
	6. Trustee Bushore

**None listed.**

1. **ADJOURNMENT**

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

**Trustee Cassella moved adjournment of the meeting at 4;52 p.m. Motion was seconded by Trustee Hurst and carried unanimously.**

\*\* 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:

 e 7-21-23

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GERALD R. BUSHORE, BOARD CHAIR Date