Nevada Cemetery District
10523 Willow Valley Road
Nevada City, CA 95959
Phone 530-388-8199
Nevadacemeterydistrict.com

PUBLIC NOTICE

for the

NEVADA CEMETERY DISTRICT

of the

September 2026 REGULAR BOARD MEETING

for the

BOARD OF TRUSTEES

on

Friday, September 18, 2026, 1:30 P.M.

at the

Nevada Cemetery District
10523 Willow Valley Rd., Nevada City, CA 95959

MINUTES*

Please note the time and meeting location above.

A. Board call to order - Public Session @ 1:30 pm

B. Roll call:

Trustee Jones- present
Trustee Mertens- present
Trustee Ritti- present
Trustee Sharkey- present
Trustee Ward- present

C. 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: **phil.ritti@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)).

D. 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 may 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.

1. **Motion of Approval – Minutes***

   a. Scheduled Regular Meeting of the Board of Trustees of the Nevada Cemetery District, as held at the Nevada Cemetery District office, on **August 21, 2026**, at 1:30 P.M. – Chairman Ritti motioned to approve the minutes, Trustee Jones 2nd, Trustee Ward abstained, motion passed

2. **Financials Report***

   Questions for Office Administrator*

   Motion to Approve – Monthly Financial Reports*

   a. August 2026 Financials Report:

   NCD Memorandum- Cover letter to Board by Office Administrator
   Balance Sheet
   P&L by Month
   Budget vs Actual YTD
   P&L Detail
   Deposit Detail
   Check Detail
   June credit card transactions

– Discussion/Approval: Chairman Ritti motioned to approve the financials, Trustee Ward 2nd, Trustee Mertens voted Nay, motion passed

E. Chair's and Manager's Report*

This Report is for information, ideas, or questions relating to Problems, Concerns, Events, or Happenings, Needs, Repairs, Projects, etc., which may contain a Board response or direction.

Informal directions to, or from, the General Manager, requiring no Formal Board Action(s), will be listed in the Board Minutes.

1. Review of Cemetery Interments, Pre-Need Sales, and Miscellaneous Income: Refer to Management report in Board packet.

2. General grounds maintenance conducted: Refer to Manager's Report in the Board packet.

F. Standing or ad hoc Committee Reports*

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

Personnel Committee: (Trustee Ward, Trustee Jones)- Committee to work with Manager to determine yearly goals for employees

Finance Committee: (Trustee Ritti, Trustee Mertens)- Subcommittee meeting scheduled for September 24, 2026 to discuss financials;

Property Committee: (Trustee Ward)

1. Maidu Tribal Burial Cemetery- no progress, Trustee Mertens stated that this process has been going on since 2020
2. Discussion about Red Men deed- Manager has been in touch with Phil Personini from the Red Men, this group will sign the Deed over to the Wahoo Tribe, who will then Quit Claim the cemetery to the Nevada Cemetery District.
3. Ananda update- Manager has made a couple of phone calls and left messages for Ahtman, no calls have been returned at this time

4. You Bet- Manager left a message for the property owner that the District will put in a 5,000 gallon water tank on the property on a pad, along with a trash can for garbage
5. Land donation on Tyler Foote X Rd: across from the medical clinic; property wants to know the process for turning the land into a cemetery, because the owner wants it to be a cemetery, this donation would be 100% green, possible name would be Cherokee Extension,

Marketing Committee: (Trustee Ritti, Trustee Sharkey)- Chairman Ritti spoke with Zoey Olbum about working with Manager about creating a Planning Guide, Chairman Ritti will reach out to Zoey about scheduling a time for that; Office Administrator reached out to The Union about the advertising that is currently in place, Office Administrator made the suggestion that the print add be discontinued, and keep the digital ad; staff is working diligently to update the phone number for the District everywhere it is posted or used; Office Administrator proposed paying for an ad in the Elder Care Provider's Coalition's Resource Guide, Trustee Mertens stated that would be a good idea

G. Old Business*

1. Green Burial signage update- Trustee Ward will share what he has come up with to the Manager and Office Administrator
2. New Shop update- Earthwork has been completed, tree was removed by crane
3. Upcoming Conferences- Corning in October Manager and Office Administrator are attending, as well as Trustee Mertens; Equipment show in Galt in December and the Manager and Maintenance Foreman will be attending; in March is the CAPC in Seaside, Manager and Office Administrator plan to attend

H. New Business*

1. District policy on employee education/handbook updates- Discussion; Office Administrator will write up a policy draft and submit to the Personnel Committee

I. Board discussion**

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

- Discussion of 23/24 Audit findings and recommendations

J. Adjournment: Chairman Ritti motioned, Trustee Sharkey 2nd, motion carried, adjourn @ 3:22 pm

* 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, October 30, 2026

ATTEST:

Phil Ritti, Chairperson

THIS AGENDA WAS POSTED September 15, 2026
ON THE NEVADA CEMETERY DISTRICT WEBSITE,
ON THE CEMETERY DISTRICT'S OFFICE EXTERIOR ENTRY BULLETIN BOARD,
AND AT THE NEVADA COUNTY ERIC ROOD ADMINISTRATION CENTER, MAIN LOBBY BULLETIN BOARD, 950 MAIDU AVE., NEVADA CITY, CA 95959.