



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
August 2026 REGULAR BOARD MEETING
for the
BOARD OF TRUSTEES

on
Friday, August 21, 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 @ 1:31 pm

B. Roll call:

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

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 **July 17, 2026**, at 1:30 P.M.
 - Trustee Sharkey motioned to approve the minutes; Trustee Jones 2nd; motion passed

2. Financials Report*

Questions for Office Administrator*

Motion to Approve – Monthly Financial Reports*

b. July 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: Trustee Mertens noted that the credit card receipts were not attached to the Financial Packet, Jessica acknowledged that the receipts were supposed to be attached to the credit card statement; Trustee Ritti read bookkeepers update to the Board, the Board discussed the preference of monthly reports, at this time, from the bookkeeper; Trustee Sharkey motioned to approve; Trustee Ritti seconded; motion carried

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)- General Manager review was completed

Finance Committee: (Trustee Ritti, Trustee Mertens)- Budget is now ready for submission

Property Committee: (Trustee Ward)

1. Maidu Tribal Burial Cemetery- in process
2. Discussion about Red Men deed- they are meeting with their Board and members to work on a list of names eligible for interment
3. Ananda update- Manager has not had time to follow up with this agency

4. You Bet- property owner has indicated that he will sign over the cemetery to the District, but has a request that the District install a water tank for wildfire mitigation that he (property owner) will fill with water. Board discussion ensued around costs around a water tank and base. The property owner would also like a trash can that he will keep an eye on and empty as needed.

Marketing Committee: (Trustee Ritti, Trustee Sharkey)- committee met with Zoey Olbum who provided the committee with a Marketing Strategy. Chairman Ritti read the highlights. Chairperson Ritti stated that he thinks that the District needs a planning guide to help families, but also to make the processes accessible to other staff. Office Administrator will be attending a pre-planning workshop on end of life; Moonlight Madness put on by Compassionate Care of the Foothills has sponsorship opportunities with advertising options, Trustee Mertens suggests that the Crescent Moon sponsorship comes with 2 seats for dinner, but also advertising options with District logo and information in the program; Breakfast Club organizers has asked the District to present at October's Breakfast club; Office Administrator is going to reach out to The Union about lowering the rates or pulling the ad from the paper; update on Focus magazine ad; Trustee Mertens pointed out that the District website has 3 spots with the wrong phone number and she suggested that be updated ASAP

G. Old Business*

1. Regional Government Services audit/finance work: on hold until August 2026 Board meeting; previous Office Administrator was looking at this agency as classes that she could take
2. Green Burial signage update- Office Administrator spoke to ZAP Mfg about updating the phone number of current cemetery signs
3. Update on Fundamentals of Bookkeeping and Accounting- vote on attending Jessica attending class while clocked in with the District; Chairman Ritti brought up the precedent of paying for relevant education, Office Administrator has reached out to Brian Hughes from BBK and he confirmed that it is common for education related to job to be paid for; Trustee Jones motioned that Office Administrator to attend college class while on the clock as managed by Manager, Trustee Mertens 2nd, motioned was approved
4. New Shop update- contract signed, trees removed, stumps ground down; 3 bids submitted for earthwork, discussion; Trustee Mertens motioned to approve Marsh and Co, Trustee Jones 2nd, motioned was approved

H. New Business*

1. 2024/2025 Audit- Chairman Ritti signed letter to engage with Larry Bain for next audit

2. Upcoming Conferences- who is attending which conference? Discussion. GSRMA in Corning, Trustee Mertens would like to attend as well as Manager and Office Administrator, two night commitment; Equipment conference in Galt, Manager and Maintenance Foreman will attend in December; CAPC in Seaside in March, Trustee Mertens is interested in attending as well
3. Manager David Burda will be out of town for October Board meeting; Discussion; Trustees agree to move October Board meeting to October 30

I. **Closed Session***- Gov. Code section 54957(b)(1) Manager, Maintenance, Office Administrator

J. Re-open to Regular Session

- Report: Trustees would like each employee to have 3 goals for the year

K. 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.

L. Adjournment- Chairperson Ritti motioned to adjourn at 3:12 pm, Trustee Sharkey 2nd, motion carried.

* 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, September 18, 2026

ATTEST:



Phil Ritti, Chairperson

THIS AGENDA WAS POSTED August 18, 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.