

NEVADA CEMETERY DISTRICT
P.O. Box 2400
10523 Willow Valley Road
Nevada City, CA 95959
(530) 265-3461

NOTICE

REGULAR MEETING OF THE BOARD OF NEVADA CEMETERY DISTRICT

WEDNESDAY, SEPTEMBER 21, 2022, at 3:30 PM

VIA ZOOM

<https://us06web.zoom.us/j/82612486931?pwd=WEdWVDBVdjhNNGpBYmVsbjITSFNJZz09>

Meeting ID: 826 1248 6931

Passcode: 632307

- I. **BOARD CALL TO ORDER:** Please note time and meeting place
- II. **ROLL CALL:** Trustee Cassella, Trustee Bushore, Trustee Archer, Trustee Hurst, Trustee Mertens, Admin. Manager Hodkins, Secretary Dorothy Miller.
- III. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**
This is the time for any member of the public to address the Nevada Cemetery Board of Trustees with any item **not** on the agenda. The Board may not allow the public time to speak on an item which was previously considered by the Board if an opportunity for public input was afforded at that meeting. (Government Code Section 54954.3). Pursuant to Government Code Section 54954, the public may talk about anything within the subject matter within the jurisdiction of the Board, but the Board generally cannot act on or discuss an item not on the agenda. However, the Board may “briefly respond” to general comments or general questions from the members of the public. The Chair may limit public comment to 3 minutes for each commenter.
- IV. **CORRECTIONS OR ADDITIONS:** to this Agenda.
- V. **RESOLUTION:** Authorizing remote teleconference meetings of the Nevada Cemetery District pursuant to the Ralph M. Brown Act.

A. Review explanation and by roll call adopt Resolution attached
- VI. **CONSENT CALENDAR:** All matters listed under the Consent Calendar are considered to be routine by the Board of Directors and will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

- A. Approval of Minutes of August 17, 2022
- B. Approval of August 31, 2022 Monthly Financial Report
- C. Approval of August 31, 2022 Actual v. Budget Report
- D. Approval of August 31, 2022 Endowment Fund Report
- E. Review of credit card purchases.
- F. Staff report on Sales August to date
- G. Approval of Auditor Controller's report of warrants issued
- H. Approval of Minutes of August 17, 2022

VII. MANAGER'S REPORT AND QUESTIONS

VIII. STANDING COMMITTEE REPORTS

A. Personnel Committee:

Report and action as necessary concerning wages, hours and working conditions.
 Safety Committee report summarized 5 minutes.

- (1) Vote on Personnel Committee's recommendation for Field Supervisor position and start date
- (2) Review job description for Field Supervisor
- (3) Discussion of Audio recordings for meetings

B. Finance Committee:

The Board will provide directions as necessary.

C. Property Committee:

- (1) Progress report of Odd Fellows deeds
- (2) Progress report on documents for adoption of Red Men Cemetery
- (3) Proposed Annexations: None

The Board will review/act on any LAFCO requests.

D. Marketing Committee: Board will take any action if needed.

IX. OLD BUSINESS***

X. NEW BUSINESS**

- A. Discuss updating/clarifying handbook for Board Members
- B. Discuss use of digital signatures on for honorariums
- C. Discuss changing meeting place for Board Meetings
- D. Define committee meetings that are eligible for trustee honorariums
- E. Discuss employee field mobile telephones
- F. October PCA Conference in Corning

XI. BOARD DISCUSSION*** The Board will identify other relevant items and agendize action items and reports for future meeting(s):

XII. ADJOURNMENT: Board may continue this meeting if necessary, to a time and date certain.

** 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:

Board Chair Gerald Bushore September 21, 2022

**AGENDA WAS POSTED SEPTEMBER 19, 2022 AT THE DISTRICT OFFICE BULLETIN BOARD, AND ON THE DISTRICT WEBSITE.
AGENDA WAS POSTED SEPTEMBER 20, 2022 AT THE ROOD COUNTY ADMINISTRATIVE CENTER.**