**PUBLIC NOTICE­­­**

for the

**NEVADA CEMETERY DISTRICT**

of the

**December 2023\_MONTHLY REGULAR MEETING**

for the

**BOARD OF TRUSTEES**

on

**FRIDAY, November 15th, 2023, 1:30 PM**

at the

**Madelyn Helling Library**

**Gene Albaugh Community Room**

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

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**AGENDA**  
Please note the time and meeting location above.

1. **Board call to order - public session**
2. **Roll call:**

Trustee Hurst

Trustee Ward

Trustee Cassella

Trustee Bushore

Trustee Zimmerman

General Manager Love

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)

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, November 17th, 2023, at 1:30 PM.
2. Motion to Approve - Financial Yearly Financial Reports

July 2023 - June 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 November 10, 2023

1. **Bookkeeping report(s)**

No report at this time

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 and November 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
2. General maintenance conducted:
   1. Penn Valley
   2. Elster
   3. Deer Creek
   4. Loney-Stanford
   5. Rough and Ready
   6. Indian Springs
   7. Clear Creek
   8. North San Juan Protestant
   9. Graniteville
3. Proposed Tree Removal by PG&E at Sweetland Cemetery
4. Signing of Rules and Regulations
5. Monument Restorations
6. Starlink & Phones
7. Winter Staff Projects
8. PCA Training Day Conference Recap
9. **Standing or ad hocs committee reports**

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

Personnel Committee: (Trustees Cassella and Hurst)

Finance Committee: (Trustees Cassella and Hurst)

Property Committee: (Trustees Cassella and Bushore)

Red Men – update

Marketing Committee: (Trustees Hurst and Bushore)

Ad Hoc District Fees Committee: (Trustees Zimmerman and Bushore)

1. **Old business\*\***
2. Review and adoption of Accounting Policies and Procedures (no report at this time)
3. **New business\*\***
4. Control ideas as to warrant process and payments to vendors – Discuss/Possible Action
5. Electronic signatures – Discuss/Possible Action
6. Policy changes regarding third party monument companies – Discuss/Possible Action
7. Earning Compensated Time Off (CTO) vs. being paid out as Over Time (OT) – Discuss
8. Affidavit and Release of Internment Plot – Discuss/Possible Action
9. Board meeting times for 2024 – Discuss/Action
10. Port-A-Potty rental vs. purchase – Discuss
11. **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.

1. **Adjournment**

Next Meeting January 19th

**ATTEST:**

A close-up of a signature

Description automatically generated

Svea Love, General Manager December 12th, 2023

THIS AGENDA WAS POSTED December 12th, 2023

ON THE NEVADA CEMETERY DISTRICT WEBSITE

AT THE NEVADA CEMETERY DISTRICT OFFICE BULLETIN BOARD

AT THE ROOD GOVERNMENT CENTER, MAIN LOBBY BULLETIN BOARD

\*\* 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