**NEVADA CEMETERY DISTRICT**

**Minutes**

**JULY 2023\_MONTHLY REGULAR MEETING**

**BOARD OF TRUSTEES**

**FRIDAY, JULY 21, 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
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 the 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)

**IV. ELECTION OF OFFICERS** for Fiscal Year 2023-2024

* + 1. Nominations and Election of Chair

**Trustee Cassella nominated Trustee Bushore to serve as Chair for the ensuing term. Motion was seconded by Trustee Zimmerman and carried with Trustee Bushore abstaining**.

* + 1. Nominations and Election of Vice Chair

**Trustee Casella nominated Trustee Hurst to serve as Vice Chair for the ensuing term. Motion was seconded by Trustee Zimmerman and carried with Trustee Hurst abstaining.**

* + 1. Approval of Resolution #2023-4. Authorizing Chair to sign contractual obligations of the Nevada Cemetery District until June 30, 2024.

**Chair Bushore moved adoption of Resolution No. 23-4 \*Resolution Authorizing Chair to Sign Contractual Obligations of the Nevada Cemetery District until June 30, 2024), subject to review of the final resolution by the Board. Motion was seconded by Trustee Cassella and carried with Chair Bushore abstaining.**

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

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

Chair to request the need for a Closed Session of the Board for 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.

 **ADJOURN T0 CLOSED SESSION at 1:37 p.m.**

 PERSONNEL

 Public Employment (Gov. Code § 54957)

 Title: General Manager

 **RECONVENED IN OPEN SESSION at 1:50 p.m.**

 **CHARMAN TO ANNOUNCE BOARD ACTION, if any, of CLOSED SESSION**

**The Chair introduced Svea Love who was selected by the Personnel Committee as the new General Manager for the Nevada Cemetery District. He briefly reviewed her background and requested the Board confirm her selection. The Board unanimously confirmed the selection.**

**VI. 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 or

A. Motion of Approval – Minutes

Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, June 16, 2023, at 1:30 PM.

**Trustee Zimmerman moved approval of the Minutes of the June 16, 2023, meeting with the following corrections:**

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

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

**Motion was seconded by Trustee Cassella and carried unanimously.**

1. Motion to Approve - Financial Yearly Financial Reports

July 2022 - June 2023

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

**Trustee Cassella moved approval of the Year to Date Financials dated June 2023 for the period July 2022 through June 2023. Motion was seconded by Trustee Zimmerman and carried unanimously.**

1. Motion to Approve - Credit Card Charges of

 Charge Statement Dated June 12, 2023

**Trustee Zimmerman moved approval of Credit Card Charges as shown on the Statement dated June 12, 2023. Motion was seconded by Trustee Cassella and carried unanimously.**

**VII. BOOKKEEPING REPORT(S)**

1. Update on Current Audit.

**The Chair informed the Board there is no update on the current audit.**

1. Board to authorize a Request For Proposals (RFP) for a three (3) year contract for Audits for fiscal years of 2022-2023, 2023-2024 and 2024-2025.

**Action deferred.**

**VIII. 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. Motion to Postpone:

 Review of January, February, March, April, May, June, & July 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

 **Motion by Trustee Zimmerman, seconded by Trustee Hurst and carried unanimously, to postpone the review.**

2. Report North San Juan Protestant

 Cable and lock installed across entry.

 Staff to meet with tree removal company for bid on dead tree.

**Also talked about sending a letter to the trailer park owner regarding the dead tree**

3. Report Indian Springs

Letter sent by General Counsel on 2 unauthorized cemented vases installed, memorial marker redirected/reset, and unauthorized bench installed in cement on unrelated adjacent plot. Staff restored plot and marker to original condition with proper lineage and place, and the bench and urns were removed to the District Office for pickup.

4. Report Elster Memorial Lawn

 Need technical person to inspect water pressure regulator, or in need of a second well, as water pressure/volume is not adequate during summer months to keep grass green.

**Trustee Zimmerman suggested possibly setting up a tank and buying water to augment the District’s supply.**

5. Report Deer Creek

 Major water leak needed to be dug up and capped, Replaced battery on sprinkler timers. Inoperative Solar panel to be replaced.

6. District needs bids from Fencing Contractors for repairs at several sites.

**Trustee Zimmerman will check with the County regarding who they use for fence installation. Trustee Ward will check with State Parks also.**

**IX. STANDING OR AD HOC COMMITTEE REPORTS**

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

1. Personnel Committee: (at this time Trustees Cassella and Hurst)

 The 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.

 **No report at this time**

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1. Finance Committee: (at this time Trustees Cassella and Hurst)

 No report at this time.

C. Property Committee: (at this time Trustees Cassella and Bushore)

 (1) Progress report of Odd Fellows

 No report at this time.

 (2) Progress report on Red Men Cemetery

 **Report from Trustee Ward of any Title search**

1. Marketing Committee: (at this time Trustees Hurst and Bushore)

 No report at this time.

1. Ad Hoc District Fees Committee:

 No report at this time.

1. LAFCO proposed Land Annexations to Nevada County cities.

 This item is normally informational only but can be responded to LAFCO by the Board.

No report at this time**.**

**X. OLD BUSINESS\*\***

A. 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.

B. 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.

1. Review and adoption of Accounting Policies and Procedures.

 Accounting Policies and Procedures in preparation, no action requested at this time.

1. Review and approval of a Memorandum of Understanding with the City of Grass Valley and the Nevada Cemetery District  for accounting services to the District.

**Motion byTrustee Cassella, seconded by Trustee Hurst and carried unanimously, to authorize the chair and Trustee Zimmerman to work out an agreement (Memorandum of Understanding) with the City of Grass Valley and the Nevada Cemetery District for accounting services for the District.**

**Xl. NEW BUSINESS\*\***

1. Approval of Resolution #2023-5 Authorizing a Cost-of-Living Adjustment (COLA) for the 2022-2023 fiscal year, which shall be a four percent (4%) adjustment applied to the annual salary of each full-time, non-exempt employee.

**Motion by Trustee Zimmerman, seconded by Trustee Cassella and carried unanimously, to adopt Resolution 2023-5 (Resolution Authorizing a Cost-of-Living Adjustment (COLA) for the 2022-2023 Fiscal Year for Full-Time, Nonexempt Employees).**

**Xll. 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. Trustee Hurst **- None**
	2. Trustee Ward **– Maidu/Nisenan cemetery, Stewardship programs, Welfare Checks**
	3. Trustee Cassella **-** **None**
	4. Trustee Zimmerman **–** **Possibly interest the Sheriff’s Office in cleanup at the District cemeteries, and the Truckee SO at the Meadow Lake Cemetery, maintaining the historic cemeteries, landmarks for the historic cemeteries**
	5. Trustee Bushore **– Discussion re backup for the General Manager and other employees**
	6. General Manager **-** **None**

**XIll. ADJOURNMENT**

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

**Motion by Trustee Hurst, seconded by Trustee Zimmerman and carried unanimously, to adjourn the meeting at 4:11 p.m**.

\*\* 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

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GERALD R. BUSHORE, BOARD CHAIR , 2023

THE AGENDA WAS POSTED 72 HOURS PRIOR TO THE MEETING
ON THE NEVADA CEMETERY DISTRICT WEBSITE,

AT THE NEVADA CEMETERY DISTRICT OFFICE ENTRANCE BULLETIN BOARD, AND

AT THE ROOD GOVERNMENT CIVIC CENTER- MAIN LOOBY - BULLETIN BOARD