

**NEVADA CEMETERY DISTRICT**

**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
Thursday, January 19, 2023, at 3:30 PM**

**Madelyn Helling Library  
Gene Albaugh Community Room  
980 Madelyn Helling Way, Nevada City, CA 95959**

- I. BOARD CALL TO ORDER - PUBLIC SESSION at 3:32 p.m.
- II. ROLL CALL: • Trustee Bushore, • Trustee Cassella, • Trustee Hurst  
• General Manager Richardson
- III. PUBLIC COMMENT ON MATTERS ON THE AGENDA:

This is the time for any member of the public to address the Nevada Cemetery Board of Trustees as to any item on the agenda. Comment on items not on the agenda is welcome at regular meetings of the Board, but not special meetings. The Chair may limit public comment to 3 minutes for each commenter.

**No public present.**

- IV. CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered to be routine by the Board of Directors and may be enacted by one motion at the appropriate time. There will then be no separate discussion of these items, if enacted by one motion. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

A. 1. Approval of Minutes for a Special Meeting of the Board of Trustees for the Nevada Cemetery District held on Friday, December 16, 2022, at 1:00 PM.

2. Approval of Minutes for a Special and Closed Meeting of the Board of Trustees for the Nevada Cemetery District held on Wednesday, January 4, 2023, at 2:30 PM.

3. Approval of Minutes for a Special and Closed Meeting of the Board of Trustees for the Nevada Cemetery District held on Friday, January 6, 2023, at 3:00 PM.

**Motion by Trustee Cassella, seconded by Trustee Bushore and carried unanimously, to approve Minutes as shown above.**

B. Motion to Postpone:

1. Review of December 31, 2022, Endowment Fund Deposit Detail Report
2. Review of December 31, 2022, Endowment Fund Reconciliation Summary
3. Review of December 31, 2022, Expense Reconciliation of Operating Funds
4. Review of December 31, 2022, Expense and Income Summary Operating Funds
5. Review of December 31, 2022, Reconciliation Deposit Detail of Operating Funds
6. Review of December 31, 2022, Operating Fund Budget vs Actual YTD
7. Review of December 31, 2022, Operating Fund Income/Expense Report
8. Review of December 31, 2022, Operating Fund Monthly Expenditure Report
9. Review of December 2022 credit card purchases.

C. Motion to Postpone:

1. Approval of December 31, 2022 Endowment Fund Report
2. Approval of December 31, 2022, Actual v. Budget Report
3. Approval of December 31, 2022, Monthly Financial Report
4. Review and Approval of December 2022 Credit Card Purchases
5. Review, Approve and Authorize December 2022 Auditor Warrants

**Motion by Trustee Hurst and seconded by Trustee Cassella to postpone Items B and C was approved unanimously.**

V. MANAGER'S REPORT

Report relating only to all or any specific cemetery(s), as to information, ideas, or questions relating to Problems, Concerns, Events/Happenings, Needs, Repairs, Projects, et al, which may or may not require a Board response or action.

**General Manager Richardson gave a brief report as he has only been employed for the past six days. Due to the rainy weather, he said the maintenance crew has worked inside, cleaning up and rearranging the garage area. He showed before and after pictures. There is now space to park another vehicle inside.**

**The crew also performed maintenance on equipment. As a result, the General Manager presented a list of equipment (see exhibit attached) which is either surplus to District needs or inoperable.**

**The wet soil has caused two large pine trees to fall next to and away from the District's headquarters near the main entrance onto the neighbor's property. A sink hole has appeared at the Elster Cemetery, in an area causing no concern, and is being addressed.**

**The General Manager also informed the Board that the bid from Grass Valley Pest and Weed Control for pre-emergent and post emergent weed control had increased from the budgeted \$7,500 to \$8,145 due to the addition of two cemeteries; i.e., New Odd Fellows and Lewis Road.**

Motion to Postpone: Review of October, November, and December 2022 Cemetery Interments

**Trustee Cassella moved to postpone the review as shown. Motion was seconded by Trustee Hurst and carried unanimously.**

V. STANDING COMMITTEE REPORTS

A. Personnel Committee:

**No Trustees are assigned at this time.**

B. Finance Committee: (Trustee Cassella and Hurst)

**No report at this time.**

C. Property Committee: (Trustee Cassella and Bushore)

(1) Progress report of Odd Fellows

**No report at this time.**

(2) Progress report of Red Men

**No report at this time.**

(3) Proposed Annexations

The Board will review/act on any LAFCO requests.

**No report at this time.**

D. Marketing Committee: (Trustee Hurst and Bushore)

**No report at this time.**

VI. OLD BUSINESS\*\*\*

A. Continued Discussion of meeting place and time/date schedule for Regular Board Meetings.

**Agenda Report: A contract for 2023 has been signed by Chair with the Madelyn Helling Library for its regular Board meetings to be held the third Thursday at 3:30 p.m. to 5:30 p.m. It was discovered the Library makes no charge for its use for Special Districts.**

**B. Agenda Report: The Chair has signed an Employment Agreement with California Public Employment Retirement System (PERS) Annuitant Robert Richardson to perform Specialized and Temporary Services as Interim General Manager, pursuant to Government Code Section 21221(h).**

VII. NEW BUSINESS\*\*

A. Action Requested: Discussion and Authorization from the County Auditor for the Board to approve signatories authorizing warrants to be paid for 2023 for the benefit of the District

**The yearly authorization was presented and needs to be signed by the Trustees and forwarded to the County Auditor's Office.**

**Trustee Cassella moved that any two Trustees, or the General Manager and a Trustee, be authorized to sign District authorization warrants. Motion carried unanimously.**

B. Action Requested: Discussion and Eliminate any future designated employment positions of an Administrative Manager or Field Supervisor.

**No action taken at this time.**

C. Action Requested: Discussion and Approve the Chair and Interim General Manager to advertise to seek to employ a full time General Manager and a part time independent contractual Bookkeeper.

**Trustee Cassella moved approval to seek to employ a full time General Manager and a part time independent contractual bookkeeper. Motion was seconded by Trustee Hurst and carried unanimously.**

D. Action Requested: Discussion and Approve a budget set aside for an excavator for accessing and digging in tight places.

**The Board consented to the addition of a budget line item for usage of an excavator.**

E. Action Requested: Discussion and Authorize an accounting action/entry to eliminate from, and dispose of the inventory of a number of concrete vaults, except one, that are too damaged for interment use, and only offer Poly Vaults in the future hence.

**If approved, management will instruct the bookkeeper to make the appropriate accounting entry(s).**

**Motion by Trustee Hurst, seconded by Trustee Cassella and carried unanimously, to declare as surplus, and/or dispose of damaged concrete vaults and to retain only one.**

F. Action Requested: Discussion and Authorize staff to arrange, sort, and classify equipment and supplies for trash, donation, and/or sale to recover garage space for more indoor vehicle parking. Sorting and disposition of all inventoried items written off, as to any active inventory.

**If approved, management will instruct the bookkeeper to make the appropriate accounting entry(s).**

**Motion by Trustee Cassella, seconded by Trustee Hurst and carried unanimously, to declare as surplus and to authorize the General Manager to dispose of items shown on his list previously attached.**

G. Action Requested: Discussion and Authorize front property exterior chain link fencing and gate repairs to District facilities.

**The General Manager was directed to seek bids for this item.**

H. Discussion and Authorization to explore the risk with legal counsel of an ordinance regarding cemetery theft, damage, desecrations, camping, loitering at any time and after-hours trespass.

**The Chair and the General Manager were directed to gather information for this item.**

#### IX. BOARD DISCUSSION\*\*\*

The Board will identify other relevant items, or future New Business, and/or agenda items and reports for future meeting(s) therewith or thereafter, at the request of the General Manager, or a Trustee;

General Manager Richardson

Trustee Hurst

Trustee Cassella

Trustee Bushore

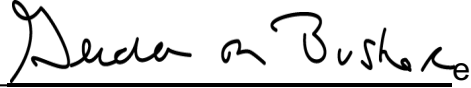
**No items presented.**

X. ADJOURNMENT

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**Motion to adjourn at 4:45 pm. by Trustee Cassella, seconded by Trustee Bushore and carried unanimously.**

ATTEST:



GERALD R. BUSHORE, BOARD CHAIR

Dated: March 31, 2023