

NEVADA CEMETERY DISTRICT

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MINUTES

**REGULAR MEETING OF THE BOARD OF
NEVADA CEMETERY DISTRICT**

WEDNESDAY, AUGUST 17, 2022, at 3:30 PM

VIA ZOOM

- I. **BOARD CALL TO ORDER: 3:30 p.m.**
- II. **ROLL CALL:** Trustee Bushore (Note: Chair Bushore left the meeting at 4:05 p.m. due to computer power shutoff), Trustee Archer, Trustee Hurst, Trustee Mertens, Trustee Cassella (Note: Trustee Cassella arrived at the office/meeting at 3:53 p.m.), Administrative Manager Hodkins, Secretary Dorothy Miller.

III. PUBLIC COMMENT ON MATTERS NOT ON AGENDA:

This is the time for any member of the public to address the Board with any item **not** on the agenda. Pursuant to CA Gov Code 54954, the public may talk about anything within the subject matter jurisdiction of the NCD Board, but the Board generally cannot act on or discuss an item not on the agenda. However, the Board may “briefly respond” to comments or questions from the members of the public. *Please see rules for public comment at the bottom of Agenda. Copies of the agency and items are available. Call District Office in advance to request this. The Chair may limit public comment to 3 minutes for each commenter.

No comments

- IV. **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 July 20, 2022
- B. Approval of June 30, 2022, Monthly Financial Report
- C. Approval of July 31, 2022, Monthly Financial Report
- D. Approval of July 31, 2022, Actual v. Budget Report
- E. Approval of July 31, 2022, Endowment Fund Report
- F. Review of credit card purchases.

G. Staff report on Sales July to date

H. Approval of Auditor Controller's report of warrants issued

Trustee Mertens moved approval of the Consent Calendar. Motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.

V. MANAGER'S REPORT AND QUESTIONS

Administrative Manager Hodkins reviewed her written report and added that next month's report for August will show additional sales received after the July report was written.

In discussion of repairs to the fencing at four cemeteries, she said the District has a \$1,000 deductible on insurance claims. Some smaller sections of fencing could cost less than that amount and will be done by District personnel. Red Dog Cemetery, however, has a 350-foot section to be replaced.

(Note: At this time Trustee Cassella arrived.)

Some of the damage to fencing has occurred as a result of vandalism and theft, some by storm damage. Discussion followed concerning the placement of cameras which would provide live coverage of activities occurring at the cemeteries.

As followup to discussion at the last Board meeting regarding whether Lisa LaBarbera carries no liability insurance for her duties as District's bookkeeper, the District proposed contract which Ms. LaBarbera signed provides that she will provide such insurance if requested by the District. The District has not requested she carry such insurance. The Chairman will seek legal advice as to the possibility of an indemnification statement in lieu.

In her report the Administrative Manager asked the Board to consider her membership in the California Special Districts Association at a fee of \$2,500 with a 20% discount if membership starts before August 31. The organization provides on-demand training for Managers and Trustees, marketing and advertising that is specific to special districts, etc. As the CSDA is unknown to the Board, the Chair tabled consideration pending further information.

VI. STANDING COMMITTEE REPORTS

- A. **Personnel Committee:** Discuss and/or approve Field Supervisor Position and Wage Schedule for Field Supervisor and Admin Manager Report and action as necessary concerning wages, hours and working conditions. Safety Committee report summarized 5 minutes.

Trustee Mertens presented the Personnel Committee recommendations regarding salary schedules for the positions of Field Supervisor which will be a new position, and with supervision by the Administrative Manager. The Field Supervisor position will be open in September.

(Note: At this time, Chair Bushore left the meeting.)

Following detailed review of the proposed salary schedules, Trustee Mertens moved adoption of the proposed schedules for the Field Supervisor starting at \$27.37 per hour and the Administrative Manager at \$37.37 per hour. Motion was seconded by the Vice Chair and carried on the unanimous consent of those present.

The Administrative Manager was directed to begin the process of securing applications for the new Field Supervisor position. Appointment will be considered and may be made at the September 22 Board meeting.

B. Property Committee:

- (1) Progress report of Odd Fellows deeds

No report

- (2) Proposed Annexations - The Board will review/act on any LAFCO requests.

None

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

No report. The Administrative Manager proposed having more of an online presence as beneficial for marketing.

D. Finance Committee: Adopt Fiscal Year 22-23 Annual Budget

The Board will provide directions as necessary.

Following a question by Trustee Mertens regarding whether the proposed Budget should be modified to include the newly adopted wage schedules for Field Supervisor and Administrative Manager, Trustee Cassella responded the budget could be amended later. Trustee Mertens then

moved adoption of the proposed Fiscal Year 2022-2023 Annual Budget. Motion was seconded by Trustee Cassella and carried on the unanimous consent of those present.

VII. OLD BUSINESS***

Bookkeepers Independent Contract regarding Liability Insurance

Item discussed earlier under Manager's Report

VIII. NEW BUSINESS**

A. Proposal of adopting Red Men Cemetery

The Administrative Manager presented a proposal by the two elderly caretakers of the Red Men Cemetery located in Grass Valley that the Nevada Cemetery District adopt that site. No other information is known regarding whether these two have authority to pass ownership, if there are deeds, etc. As the Chair has experience in such an acquisition, action was deferred until he could be present. In the meantime, the Administrative Manager will learn more details.

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

Trustee Mertens said she may not be present for the September 21 Board meeting as she could be traveling.

X. ADJOURNMENT: Board may continue this meeting if necessary

Motion was made by Trustee Mertens to adjourn the meeting at 5:02 p.m. Motion was seconded by Trustee Cassella and carried on the unanimous consent of those present.

** 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

The Board having approved these Minutes at the September 21, 2022, regularly scheduled Board meeting, is herewith

ATTESTED:

Board Chair Gerald Bushore for these Minutes dated August 17, 2022

Vice Chair, Michael Hurst for these Minutes dated August 17, 2022

**AGENDA WAS POSTED August 12, 2022, AT THE DISTRICT OFFICE BULLETIN BOARD
AND ON THE DISTRICT WEBSITE.**