

**NEVADA CEMETERY DISTRICT**  
**P.O. Box 2400**  
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**MINUTES**

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

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

VIA ZOOM

- I. **BOARD CALL TO ORDER:** 3:30 p.m.
- II. **ROLL CALL:** Trustee Cassella, Trustee Bushore, Trustee Archer (absent), 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.

**No comments**

- IV. **CORRECTIONS OR ADDITIONS:** to this Agenda.

**No corrections or additions.**

- 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

**Following discussion, Chair Bushore moved adoption of Resolution 2022-1 (Resolution Authorizing Remote Teleconference Meetings of the Nevada Cemetery District Pursuant to the Ralph M. Brown Act). Motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.**

**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

**Trustee Cassella moved adoption of the Consent Calendar. Trustee Mertens seconded the motion which carried on the unanimous consent of those present.**

**VII. MANAGER'S REPORT AND QUESTIONS**

**Administrative Manager Hodkins reviewed her written report, noting that the District is over its August goal at \$12,482.75. September appears slower at this date.**

**District crews are performing maintenance work at the cemeteries. Of particular concern is rattlesnake presence at Loney-Sanford Cemetery which could be a danger to visitors. Ground squirrel abatement is being investigated for Elster and the other cemeteries. The Board discussed liability issues for the District and the posting of signs to warn visitors of the snake danger. Ms. Hodkins noted that a first aid kit is kept in District vehicles.**

**Administrative Manager Hodkins proposed the District have a granite bench at the District office on consignment to showcase some of the services the District has to offer. During discussion, Trustee Cassella noted the District could add service fees for design assistance and installation processing of such features. Chair Bushore added there is a granite bench in the District auto bay left by a family who rejected it and chose another instead. He has their contact information. Trustee Mertens suggested the bench could be placed in the small garden area to the left of the District office. Trustee Cassella moved that a letter be written to the family stating the bench must be moved or it will become the property of the District. Motion was seconded by Trustee Mertens and carried on the unanimous consent of those present.**

**The Safety Committee met last week on the topic of CPR. The District now has all its updated certificates.**

**The Administrative Manager requested rainwear for District personnel be approved. As a safety item, it was moved by Trustee Cassella, seconded by Trustee Mertens, and carried on the unanimous consent of those present. To approve the request.**

## 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

**Trustee Mertens reported the committee selected a person to recommend to the Board and requested the Board not take any action at this time. Trustee Cassella moved to postpone any appointment at this time. Motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.**

- (2) Review job description for Field Supervisor

**No action was taken on this item pending further review by the Board.**

- (3) Discussion of Audio recordings for meetings

**The Board discussed the possibility of recording its meetings and the possible legal aspects involved. The Administrative Manager as host of the meetings, whether by Zoom or at an in-person meeting which would also be on Zoom, could maintain a file of the meetings and make the file available to the public upon request. Trustee Mertens volunteered to investigate this matter with the County Clerk and report back to the Board at the October meeting.**

### B. Finance Committee:

The Board will provide directions as necessary.

**No report.**

### C. Property Committee:

- (1) Progress report of Odd Fellows deeds

**In progress, but no further report at this time**

- (2) Progress report on documents for adoption of Red Men Cemetery

**In progress, but no further report at this time**

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

**None**

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

**No report.**

IX. OLD BUSINESS\*\*\*

**None**

X. NEW BUSINESS\*\*

A. Discuss updating/clarifying handbook for Board Members

**The current “handbook” is apparently contains only two pages. Trustee Mertens said it has not been updated. The Administrative Manager will forward a copy to the Board for their review and further action.**

B. Discuss use of digital signatures on for honorariums

**Some Trustees have suggested the use of digital signatures for signing honorarium claims. The Chair indicated he was not in favor of digital signatures; however, if the other Trustees wish to pursue this course, he will provide them with a statement to be signed and filed for the District’s records.**

C. Discuss changing meeting place for Board Meetings

**The Chair said he prefers to have the Board meet at the same table and discussion ensued regarding possible venues and times. The Administrative Manager was requested to check availability of dates with the Madelyn Helling Library. It was agreed that 3:30 p.m. was a preferable time.**

D. Define committee meetings that are eligible for trustee honorariums

**Discussion was held on what activities are eligible for reimbursement under the District’s honorarium policy. Administrative Manager Hodkins added that there needs to be a definition of what is a committee. Trustee Cassella responded by stating “if the work is in the District’s interests” it can be defined as committee work. Total honorarium per month per Trustee is \$200, encompassing one Board meeting and one committee meeting.**

**The Secretary was requested to keep a Book of Board Policy and Resolutions, for reference at the District Office.**

E. Discuss employee field mobile telephones

**The Administrative Manager again mentioned the issue of the Verizon accounts on former employees' missing or lost District cell phones. She has been unable to cancel these accounts because the former employees are deceased or otherwise unavailable. Verizon will not let the District cancel the accounts. She is withholding payment on these accounts. This amounts to about \$400 per month.**

**Employees have been using their personal cell phones while in the field. In addition, the Administrative Manager's cell phone was damaged while investigating the fence repairs at one of the cemeteries.**

**The Chair responded that the actual Verizon company is not involved in customer accounts; it is the province of franchisers. The District needs to investigate which company can provide phones and make a bid.**

**The entire Board members present agreed the Administrative Manager could pay the difference in cost from the personal phone to a non-comparable cell phone of her choosing to replace her personal damaged phone.**

F. October PCA Conference in Corning

**Two members and the Administrative Manager plan to attend the PCA Conference in Corning in October, including the Administrative Manager. It was agreed by the Board present, as has been customary, the District will cover/reimburse any registration and accompanying fees, including applicable accommodations,**

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

**No request for items to be added.**

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

**Trustee Mertens moved to adjourn the meeting at 5:45 p.m. Motion was seconded by Trustee Hurst and carried on the unanimous consent of those present.**

**ATTEST: By Board Chair - Gerald R. Bushore on December 16, 2022**

*Gerald R. Bushore*

