

NEVADA CEMETERY DISTRICT

MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES

of the NEVADA CEMETERY DISTRICT

FRIDAY, DECEMBER 16, 2022, at 1:00 PM

Physical Meeting held at:

10523 Willow Valley Road
Nevada City, CA 95959
(530) 265-3461

Mail to P.O. Box 2400
Nevada City, CA 95959-2400

- I. BOARD CALL TO ORDER: 1:10 p.m.
- II. ROLL CALL: Trustee Bushore, Trustee Cassella, Trustee Archer, Trustee Hurst
- 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 at special meetings. 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. 1. Approval of Minutes of September 21, 2022
- B. Approval and/or Review of:
 1. Approval of Minutes of October 26, 2022
 2. Review of October 31, 2022, Endowment Fund Reconciliation Detail
 3. Review of October 31, 2022, Endowment Fund Reconciliation Summary
 4. Review of October 31, 2022, Endowment Fund Deposit Detail Report
 5. Review of October 31, 2022, Expense Reconciliation of Operating Funds
 6. Review of October 31, 2022, Expense and Income Summary of Operating Funds
 7. Review of October 31, 2022, Reconciliation Deposit Detail of Operating Funds

8. Review of October 31, 2022, Operating Fund Budget vs Actual YTD
9. Review of October 31, 2022, Operating Fund Income/Expense Report Oct.
10. Review of October 31, 2022, Operating Fund Monthly Expenditure Rep

C. Approval and/or Review of:

1. Review of November 30, 2022, Endowment Fund Reconciliation Detail
2. Review of November 30, 2022 Endowment Fund Reconciliation Summary
3. Review of November 30, 2022, Endowment Fund Deposit Detail Report
4. Review of November 30, 2022, Expense Reconciliation of Operating Funds
5. Review of November 30, 2022, Expense and Income Summary of Operating Funds
6. Review of November 30, 2022, Reconciliation Deposit Detail of Operating Funds
7. Review of November 30, 2022, Operating Fund -Budget vs Actual YTD
8. Review of November 30, 2022, Operating Fund Income/Expense Report NOV.
9. Review of November 30, 2022, Operating Fund Monthly Expenditure Report

Trustee Cassella moved adoption of Consent Calendar items A, B 1 through 10, and C 1 through 9. Motion was seconded by Trustee Hurst and carried unanimously.

V. MANAGER'S REPORT

Report will be 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.

Chair Bushore explained that in future this description will encompass the content of the Manager's Report.

VI. STANDING COMMITTEE REPORTS

A. Personnel Committee:

No report at this time.

B. Finance Committee

No report at this time. The Chair informed the Board that an in-depth audit is in progress. He also distributed a copy of the Honarium form which Trustees will sign at each meeting for submission to the bookkeeper.

The Chair appointed Trustee Hurst to the Finance Committee.

C. Property Committee:

- (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.
None

D. Marketing Committee:
No report at this time.

I. OLD BUSINESS***

A. Continued Discussion of meeting place and time/date schedule for Regular Board Meetings and Committee Meetings and Zoom Meetings. Action is requested.

Continued discussion needed from the Regular October 26 Board meeting, as Trustee Cassella noted that inclement weather during January and February sometimes makes travel difficult. Trustee Cassella then moved that the Board meet on the third Wednesday of the month starting in December 2022 at 3:30 p.m. and that the Board will only meet via Zoom if necessary. Trustee Bushore seconded the action. Motion carried with Trustee Mertens abstaining.

Action needed to amend this prior Action.

Trustee Cassella moved to rescind the previous motion. Motion was seconded by Trustee Hurst and carried unanimously.

Trustee Cassella then moved that the Board set its regular meetings for the third Thursday at 3:30 p.m. to 5:30 p.m. at the Madelyn Helling Library at a charge of \$10/hour, and if circumstances require the meeting to extend beyond 5:30 p.m., it would be at \$30/hour. Motion was seconded by Trustee Hurst and carried unanimously.

B. At the Regular October 26, 2022, Board meeting, Counsel Highsmith informed the Board the Brown Act only allows virtual meetings until the end of January 2023. She also said that once the Board goes back to in-person meetings there has to be at least three members physically present. Teleconferencing by a member unable to attend is okay, but there still needs to be three members present and Board members need to let the Chair know in advance regarding teleconferencing.

Action recommended for acknowledgment of future meeting protocol.

Trustee Cassella informed the Board that the limitation on teleconferencing meetings had been extended indefinitely. Therefore, this item was tabled for discussion at a future meeting.

- C. At the, October 26, 2022, Board meeting there was a discussion of optional Digital Signature Form for Board Remuneration Request. If approved, and member(s) form selected in lieu of a wet signature, copy of any signed Digital Signature form is to be forwarded to County Auditor for approval, Action requested, including Form, for approval thereof.

District Counsel reported there are some necessary steps to be taken before such in lieu action can be approved. She then went on to enumerate the steps.

The Board needs to act or to proceed or dismiss the idea.

This item was tabled to a future meeting if action is necessary.

- D. Discussion authorizing Chair to have access to District website.

At the October 26, 2022, Board meeting the Chair reported that at present there is no one authorized to have access to the website in the absence of the Manager, nor is the contact information readily available should it be needed. Trustee Cassella said such information could be placed on a card.

Report only, No Action required.

The Board discussed having two people and the Chair authorized to access the website.

II. NEW BUSINESS**

None Requested

- III. BOARD DISCUSSION*** The Board will identify other relevant items, or New Business, and/or agenda action items and reports for future meeting(s) herewith or hereafter, at the request of a Trustee:

Trustee Archer - **None**

Trustee Hurst - **None**

Trustee Cassella - **Acceptance of the resignation of Trustee Mertens**

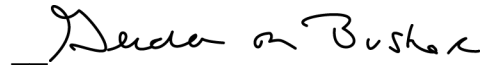
Trustee Bushore – **Authorization for the Auditor to approve warrants on District and committee signature authority**

- IV. ADJOURNMENT: **Trustee Cassella moved the meeting be adjourned at 2:05 p.m. Motion was seconded by Trustee Hurst and carried unanimously.**

** 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.

ATTEST:


Board Chair Gerald Bushore

Dated: January 19, 2023

72 HOURS PRIOR TO FRIDAY, DECEMBER 16, 2022, at 1:00 PM

THE AGENDA WAS POSTED DECEMBER 13, 2022, AT
THE DISTRICT OFFICE and THE ROOD CENTER BULLETIN BOARDS
and PUBLISHED ON THE DISTRICT WEBSITE.