

# Nevada Cemetery District

P.O. Box 2400  
10523 Willow Valley Road  
Nevada City, Calif 95959  
Phone 530-265-3461  
Fax 530-265-8706

# PUBLIC NOTICE

for the

## NEVADA CEMETERY DISTRICT

of the

**JUNE 2023\_MONTHLY REGULAR MEETING**

for the

**BOARD OF TRUSTEES**

on

**FRIDAY, JUNE 16, 2023, 1:30 PM**

at the

**Madelyn Helling Library**

**Gene Albaugh Community Room**

**980 Helling Way, Nevada City, CA 95959**

---

### AGENDA

Please note time and meeting place above.

**I. BOARD CALL TO ORDER - PUBLIC SESSION**

**II. ROLL CALL:**

- Trustee Hurst
- Trustee Ward
- Trustee Cassella
- Trustee Bushore
- Trustee Zimmerman
- General Manager Richardson

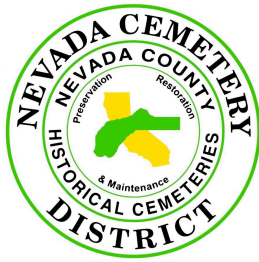
**III. PUBLIC COMMENT ON MATTERS ON OR NOT ON THE AGENDA**

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](mailto:manager@nevadacemeterydistrict.com)

[www.nevadacemeterydistrict.com](http://www.nevadacemeterydistrict.com)



# Nevada Cemetery District

P.O. Box 2400  
10523 Willow Valley Road  
Nevada City, Calif 95959  
Phone 530-265-3461  
Fax 530-265-8706

The following procedures shall be in effect with regard to the public's exercise of this right:

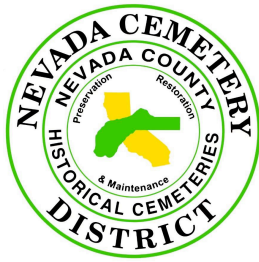
- 1) The total amount of time allotted for receiving such public comment may be limited to not less than 15 minutes during any regular Board meeting.
- 2) The Chair may limit any individual to not less than 3 minutes. Time to address the Board will be allocated on a basis of the order of requests received. 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. 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 may 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(s) of Approval – Minutes**

1. To amend previous approved Minutes of the Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, April 21, 2023, at 1:30 PM.
2. Minutes of the Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District office, on Friday, May, 19, 2023, at 1:30 PM.
3. Minutes of the Special Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District office, on Friday, June, 9, 2023, at 2:30 PM.



# Nevada Cemetery District

P.O. Box 2400  
10523 Willow Valley Road  
Nevada City, Calif 95959  
Phone 530-265-3461  
Fax 530-265-8706

---

**B. Motion to Postpone or Approve - Financial Reports:**  
(currently Postponed from Regular Board Meeting of March 31, 2023)

Review of January 31, 2023, Endowment Fund Deposit Detail Report  
Review of January 31, 2023, Endowment Fund Reconciliation Summary  
Review of January 31, 2023, Expense Reconciliation of Operating Funds  
Review of January 31, 2023, Expense & Income Summary Operating Funds  
Review of January 31, 2023, Reconciliation Deposit Detail of Operating Funds  
Review of January 31, 2023, Operating Fund Budget vs Actual YTD  
Review of January 31, 2023, Operating Fund Income/Expense Report  
Review of January 31, 2023, Operating Fund Monthly Expenditure Report  
Review of January 31, 2023, Credit card purchases

C. No Item

D. No Item

E. Motion to Postpone or Approve:  
Gross Sales Revenue report of September 2022 thru May 2023  
(currently Postponed from Regular Board Meeting of May 19, 2023)

F. Motion to Postpone or Approve:  
February 2023, Credit Card Charges

G. Motion to Postpone or Approve:  
March 2023, Credit Card Charges

H. Motion to Postpone or Approve:  
April 2023, Credit Card Charges

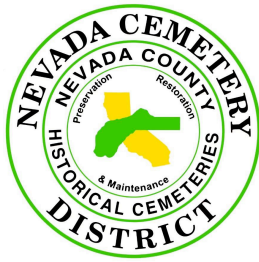
I. Motion to Postpone or Approve:  
May, 2023, Credit Card Charges

J. Motion to Postpone or Approve:  
June.01.2023 Accounts Paid Batch\_NC106706

K. Motion to Postpone or Approve:  
April, 2023, Year to Date(YTD) Financials

**V. BOOKKEEPING REPORT(S)**

1. Update on Current Audit.
2. Action Review of Memorandum Of Understanding Between The City Of Grass Valley And The Nevada Cemetery District For Accounting Services.



# Nevada Cemetery District

P.O. Box 2400  
10523 Willow Valley Road  
Nevada City, Calif 95959  
Phone 530-265-3461  
Fax 530-265-8706

## VI. 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 and June 2023 Cemetery Interments.

## VII. STANDING COMMITTEE REPORTS

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

### A. Personnel Committee: (Trustees Cassella and Hurst)

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.

### B. Finance Committee: (Trustees Cassella and Hurst)

Committee has met and finalized a draft of this Agenda Item of a Trustee Resolution to approve for Budget Year 2023-2024.

### C. Property Committee: (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

### D. Marketing Committee: (Trustees Hurst and Bushore)

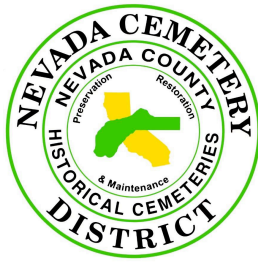
No report at this time.

### E. Ad Hoc District Fees Committee:

No report at this time.

### F. LAFCO proposed Land Annexations to Nevada County cities.

No report at this time.



# Nevada Cemetery District

P.O. Box 2400  
10523 Willow Valley Road  
Nevada City, Calif 95959  
Phone 530-265-3461  
Fax 530-265-8706

## G. LAFCO Notification:

1. Sec 99.01 District Notification Letter to Interested Parties of Penn Valley Fire Protection District (PVFPD) of proposed annexation of 720 Assessor Parcels.
2. Annexation Financial Estimate of PVFPD Annexation of current Rough and Ready Fire Protection District (RRFPD) current territory.

## VIII. 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.

- C. Review and adoption of any Accounting Policies and Procedures.

## IX. HEALTH AND SAFETY CODE - Section 9031 (e) "CLOSED SESSION\*\* Closed Session - Dated 06/16/2023

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

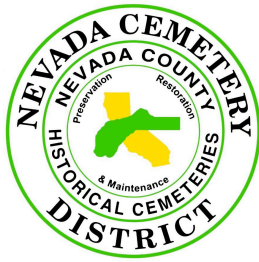
## X. ADJOURN TO CLOSED SESSION:

PERSONNEL

Public Employment (Gov. Code § 54957)

Title: General Manager

## XI. RECONVEN TO OPEN SESSION



# Nevada Cemetery District

P.O. Box 2400  
10523 Willow Valley Road  
Nevada City, Calif 95959  
Phone 530-265-3461  
Fax 530-265-8706

## XII. NEW BUSINESS\*\*

None

## Xiii. 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.

- a. General Manager Richardson
- b. Trustee Hurst
- c. Trustee Ward
- d. Trustee Cassella
- e. Trustee Zimmerman
- f. Trustee Bushore

## XIV. ADJOURNMENT

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

\*\* 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:

GERALD R. BUSHORE, BOARD CHAIR

June 13, 2023

THIS 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 LOBBY - BULLETIN BOARD