

NEVADA CEMETERY DISTRICT

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

*WEDNESDAY, JULY 20, 2022, at 3:30 PM
VIA ZOOM*

- I. **BOARD CALL TO ORDER by CHAIR: 3:37 P. M.**
- II. **ROLL CALL: Chair Trustee Bushore, Vice-Chair Trustee Archer, Trustee Hurst, Trustee Mertens, Trustee Cassella (Zoom app did not allow him to project sound or video so he traveled to the District office, joining later in the meeting), 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 June 15, 2022
- B. Approval of June 30, 2022 Monthly Financial Report
- C. Approval of June 30, 2022 Actual v. Budget Report
- D. Approval of June 30, 2022, Endowment Fund Report
- E. Review of credit card purchases.
- F. Staff report on Sales June to date
- G. Approval of Auditor Controller’s report of warrants issued

At the request of Trustee Mertens and with the Board’s concurrence, Item B was removed from the Consent Calendar and will be considered at the August meeting.

Trustee Archer moved approval of the Consent Calendar as modified. Motion was seconded by Vice Chair Hurst and carried on the unanimous consent of those present (absent Casella).

V. MANAGER'S REPORT AND QUESTIONS

Administrative Manager Hodkins reviewed her written report and added that she had received a bid this morning to remove six trees at the Red Dog Cemetery on Monday.

She informed the Board the District has been paying Verizon for four telephones that have no service and Verizon will not allow her to cancel as she did not initiate service. A prior employee will be contacted who did authorize service. Also, payment of the monthly billing has been stopped.

Finally, she informed the Board she had provided the information requested by Mrs. Covert on behalf of the Nisenam. No follow-up has been received.

VI. STANDING COMMITTEE REPORTS

- A. **Personnel Committee:** Discuss creating Field Supervisor position
Report and action as necessary concerning wages, hours and working conditions.

The Personnel Committee will meet with the Administrative Manager via Zoom to discuss the Field Supervisor position and then report back to the Board.

Safety Committee report summarized 5 minutes.

Trustee Archer reported, absent Trustee Mertens, that he and the Administrative Manager provided the monthly Safety Committee - Subjects to the employees, supplying them with brochures on and discussion of chemical safety, hearing loss, and the importance of good housekeeping in the workplace.

- B. **Finance Committee:** Adopt Fiscal Year 22-23 Annual Budget
The Board will provide directions as necessary.

This item is scheduled to be acted upon at the August Board meeting.

- C. **Property Committee:**
(1) Progress report of Odd Fellows deeds

No report

(2) Proposed Annexations:

The Board will review/act on any LAFCO requests.

None

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

The committee will review Union newspaper advertising bills. The Chair suggested the District should do more brochure type advertisements.

VII. OLD BUSINESS***

A. **Review Committee Assignments**

Chair Bushore appointed no changes to current committee appointments.

Committee assignments are to remain the same; i.e.:

Marketing Committee: Trustees Gerald Bushore and Mike Hurst

Property Committee: Trustees Gerald Bushore and Mike Hurst

Personnel Committee: Trustees Alan Archer and Sushila Mertens

Finance Committee: Trustees Dennis Cassella and Sushila Mertens

VIII. NEW BUSINESS**

A. Discuss changing the name of the Nevada Cemetery District

Trustee Cassella now present. The Chair said he feels the District name should reflect a more local feeling. This was briefly discussed, with possible offerings of Nevada County Cemetery District and Nevada County Public Cemetery District being suggested. Trustee Cassella informed the Board the District was formed in 1942 and that the Secretary of State should be contacted before any name change, as well as the Nevada County Local Agency Formation Commission for possible statutory restraints.

The Chair and Vice Chair will discuss this further with the Administrative Manager.

B. Approve Bookkeeper's Independent Contractors contract

During discussion of the proposed new contract with Lisa Barbera for bookkeeping services, Trustee Archer inquired whether liability insurance should be included. The Administrative Manager will call our insurance carriers, Golden State, to check if this is needed.

Trustee Mertens moved approval of the contract. Motion was seconded by Trustee Cassella and carried unanimously.

C. Approve 20-21 Audit Report

Trustee Cassella moved approval of the 2020-2021 Audit Report. Motion was seconded by Vice Chair Hurst and carried unanimously.

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

No items were presented.

X. ADJOURNMENT: Board may continue this meeting if necessary

Motion by Trustee Mertens to adjourn the meeting at 4:32 p.m. Motion was seconded by Vice Chair Hurst and carried unanimously.

ATTEST:

Board Chair, Gerald Bushore, July 20, 2022

AGENDA WAS POSTED July 18, 2022, AT THE DISTRICT OFFICE BULLETIN BOARD AND ON THE DISTRICT WEBSITE.