

**PUBLIC NOTICE**  
for the  
**NEVADA CEMETERY DISTRICT**  
of the  
**July 2024\_MONTHLY REGULAR MEETING**  
for the  
**BOARD OF TRUSTEES**  
on  
**FRIDAY, July 19th, 2024, 1:30 PM**  
at the  
**Madelyn Helling Library**  
**Gene Albaugh Community Room**  
**980 Helling Way, Nevada City, CA 95959**

---

**AGENDA\***

Please note the time and meeting location above.

**1. Board call to order - Public Session**

**2. Roll call:**

Trustee Hurst  
Trustee Ward  
Trustee Bushore

**3. Public comment**

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 the Chair at:

**gerald@bushoreinc.com**

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

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.

The Chair may limit any individual to not less than 3 minutes. Time to address the Board will be allocated based on the order of requests received. Not all attendees may be allowed to speak if the total time allocated expires.

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) .

#### **4. Action Items Requests\***

All matters listed under Action Items are items routine to the Board of Trustees and may be acted upon individually by one Action or grouped together by an Action. There maybe 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 means.

##### **A. Motion of Approval – Minutes\***

- 1) Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, June 21st, 2024, at 1:30 PM.

##### **B. Bookkeeper’s Report\* Questions for Bookkeeper\***

##### **Motion to Approve - Financial Yearly Financial Reports\***

July 2023 - June 2024 June 2024)  
NCD Memorandum - Cover Letter to Board by Bookkeeper  
Monthly Endowment Fund Activity  
Monthly Operations Fund Activity  
Monthly Income & Expense  
ME FNS Budget to Actual  
FNS P&LYTD Comp  
Reconciliation Report  
Motion to Approve - Credit Card Charges of  
Charge Statement Dated April 10, 2024

##### **C. FINAL BUDGET REVIEW AND AOPPROVAL FISCAL YEAR 24/25**

##### **Action Requested**

**Motion of Approval – FINAL BUDGET FOR FISCAL YEAR 24/25**

#### **5. Chair’s and Crew 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.

- A. Review of Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
- B. General maintenance conducted:
- C.
  - 1. Elster
  - 2. Loney-Sanford
  - 3. NSJ
  - 4. Deer Creek
  - 5. Washington
  - 6. French Corral
  - 7. Cherokee
  - 8. Penn Valley
  - 9. Indian Springs

**6. Appointment of Standing or ad hoc Committee Reports\***

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

- Personnel Committee: (Trustees Hurst and Bushore)
- Finance Committee: (Trustees Ward and Hurst)
- Property Committee: (Trustees Ward and Bushore)
- Marketing Committee: (Trustees Hurst and Bushore)

**7. Old Business\***

- A. Review and adoption of Accounting Policies and Procedures (no report at this time)
- B. Bids for Fence Damage at NSJ – Discuss
- C. Sick Leaves

**8. New Business\***

- A. Emergency Tree(1) Removal at Loney Sanford – Discussion/ Action
- B. Policy for Receipt of Mail received

**9. Board discussion\*\***

The Board will identify other information relevant items for future Agenda items, or future New Business, and/or action such items and reports for future meeting(s) therewith or thereafter, at the request of the General Manager, or a Trustee.

**10. ADJOURN TO CLOSED SESSION**

- I. A. Deliberations Exception  
Administrative Procedures Act, (§ 11126(c)(3).)
- B. CONFERENCE WITH LABOR NEGOTIATOR(S)  
(Govt. Code Section 54957.6)  
Agency Representative(s): Chair Bushore  
Applicant Representative(s): Self, Undisclosed for requested Privacy

II. REOPEN PUBLIC SESSION  
Summation of any formal action by the Board

11. **Adjournment**

\* 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

Next Tentative Regular Board Meeting August 19, 2024

**ATTEST:**

*Gerald R. Bushore*

---

Gerald R. Bushore, Chair

June 15<sup>th</sup>, 2024

THIS AGENDA WAS POSTED JUNE 15<sup>th</sup>, 2024  
ON THE NEVADA CEMETERY DISTRICT WEBSITE,  
ON THE CEMETERY DISTRICT'S OFFICE EXTERIOR ENTRY BULLETIN BOARD,  
AND AT THE ROOD GOVERNMENT CENTER, MAIN LOBBY BULLETIN BOARD.