

**NEVADA CEMETERY DISTRICT**

**P.O. Box 2400**

Physical address: 10523 Willow Valley Road  
Nevada City, CA 95959

**AGENDA**

**SPECIAL MEETING WEDNESDAY, NOVEMBER 24, 2021 19<sup>TH</sup> COVID**  
**MEETING 1:00 P.M.**  
**"NOTE NEW TIME"**

**\*\*Telemeeting from Unity in the Gold Country, 180 Cambridge Court, Grass Valley, CA 95945. Contact NCD District Manager for web site and login code at 530-265-3461 at least 24 hours in advance**

**ZOOM LINK**

<https://us02web.zoom.us/j/81936389415?pwd=d3JpS1pNc2FzeUIGMjh4Z0tLazFUZz09>

- I. BOARD CALL TO ORDER: 2:00pm Please note time and meeting place be sure that your mute setting is (off) .**
- II. ROLL CALL : Trustee Cassella, Trustee Bushore, Trustee Archer, Trustee Hurst, Trustee Mertens, District Manager Melugin, Secretary Dorothy Miller.**

**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.

- III. 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 October 20, 2021
- B. Approval of October 31, 2021, Monthly Financial Report
- C. Approval of Actual v. Budget of October 31, 2021 Report
- D. Approval of Reserve Fund October 31, 2021 Report
- E. Approval of September 30, 2021 Endowment Fund Report
- F. Review of credit card purchases
- G. Staff report on Sales November 2021 to date .
- H. Approval of Auditor Controller's report of warrants issued.

**VI. Questions concerning Manager's Written Report for November 2021.**

Meetings with county and Health Department. Adoption of necessary temporary policies to respond to COVID 19 national and state emergency.

Update concerning compliance with new web site requirements.

**VII STANDING COMMITTEE REPORTS**

**A. Personnel Committee:** Report and action as necessary concerning wages, hours and working conditions. Safety Committee report summarized 5 minutes.

**B. Finance Committee:**

The Board will provide direction as necessary. Set date for 6 month budget review in January 2022

**C. Property Committee:** Report on Progress toward resolution of Deeds to the Old Oddfellows properties

**D. Proposed Annexations:** The Committee will present and review/ act on any LAFCO requests: None

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

**VIII.\*\*\*OLD BUSINESS:**

1.Review of written Board procedures and policies.

2. Emergency policy decisions as necessary - COVID 19. Resume mask Wearing inside and outside until notified otherwise

**IX. NEW BUSINESS**

- 1) Approve Trustees planning to attend state mandated training state requirement.
- 2) Approve resumption of normal Board meetings for 3<sup>rd</sup> Wednesday of each month.
- 3) Consider holiday meeting with staff

**\*BOARD DISCUSSION:** The Board will identify other relevant items and agendize action items and reports for future.

**X. ADJOURNMENT:**

**Members of the public may comment for a maximum period of 3 minutes each concerning any issue in the regular order of the agenda. The Board may act after such comments have been heard. The Board may discuss these items (\*\*) at any time except where a time certain has been identified in advance. The Board shall not change the order of discussion for the purpose of restricting the opportunity for discussion.**

**\*\*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 Dennis Cassella November 24, 2021**

**Vice Chair, Gerald Bushore November 24, 2021**

**AGENDA WAS POSTED 11.18.21 AT THE DISTRICT OFFICE BULLETIN BOARD AND ON THE DISTRICT WEB STATE**

