



Nevada Cemetery District
10523 Willow Valley Road
Nevada City, CA 95959
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Nevadacemeterydistrict.com

PUBLIC NOTICE

for the

NEVADA CEMETERY DISTRICT

of the
MARCH 2025 SPECIAL BOARD MEETING
for the
BOARD OF TRUSTEES

on
Wednesday, March 19th, 2025, 9:45 AM

at the
Nevada Cemetery District Office
10523 Willow Valley Road
Nevada City, CA. 95959

Meeting Minutes

1. Board call to order - Public Session

The meeting was called to order at 9:45 am

2. Roll call:

Trustee Hurst
Trustee Ritti
Trustee Ward
Trustee Zimmerman

Trustee Hurst, Trustee Ritti and Trustee Zimmerman were present. Trustee Ward was absent. Foreman Burda and Interim Director Richardson were also present.

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 of Section 54954.2, subdivisions (a)(3) and (b). 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 Board Chair at: **shiftyfifty1@gmail.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 a Committee of the Nevada Cemetery Board of Trustees if an opportunity for public input was afforded at that meeting. (Government Code Section 54954.3, subd. (a)).

No members of the public were present.

4. Action Items Requests*

All matters listed under Action Items are items routine to the Board of Trustees and may be acted upon individually or by one motion. There may be separate individual discussion, or no discussion on these items, and enacted by one or more motions; if discussion, or questions are 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 Nevada Cemetery District Office, on Friday, February 21, 2025, at 1:30 PM.

**B. Bookkeeper's Report*
Questions for Bookkeeper***

Motion to Approve – Monthly Financial Reports*

February 2025 Financials Report
NCD Memorandum - Cover Letter to Board by Bookkeeper
Monthly Endowment Fund Activity
Monthly Operations Fund Activity
Monthly Income & Expense
P&L by Month
P&L Comparison YTD
Budget vs. Actual YTD
Reconciliation Report
January Credit Card Transactions – Discussion/Approval

5. Chair's and Crew Report*

This Report is for 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, or from, 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: Refer to Management report in Board packet.
- B. General maintenance conducted: Refer to Forman Report in the Board packet.

6. Standing or ad hoc Committee Reports*

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

Personnel Committee: (Trustees Ward and Zimmerman)

A letter of resignation from Bookkeeper Klopfer was received. There will be interviews conducted, and candidates will be referred to the personnel committee. Interim Director Richardson expressed concern there would not be cooperation from Bookkeeper Klopfer in the transition. Both he and Forman Burda expressed Bookkeeper Klopfer has been difficult to work with due to her attitude.

Finance Committee: (Trustees Ritti and Ward)

Nothing to report

Property Committee: (Trustees Ward and Hurst)

- A. Maidu Tribal Burial Cemetery

Nothing to report

Marketing Committee: (Trustees Hurst and Ritti)

Trustee Zimmerman will reach out to Larry. The name change was brought up. There are many channels that need to be gone through to initiate the name change. It was suggested by Trustee Zimmerman to appoint an ad hoc committee to start exploring the process of the name change.

7. Old Business*

- A. Auditor Response to Land Valuation

To be reported at the next meeting

- B. Resolution 25-9 Approval Adopting Purchase of New Tractor (approved at February Board Meeting)

There was discussion regarding how the money will be allocated. Trustee Zimmerman moved to approve resolution 25-9. Trustee Ritti seconded the motion. The motion passed unanimously.

- C. Discussion for FY 24/25 Budget Increase for Refuse Disposal Fees

To be deferred until the new bookkeeper comes on board.

8. New Business*

- A. By Law Review

To be looked after new management is worked out.

- B. Report on Records Retention

Interim Director Richardson said he will work on this.

- C. Safety Meetings

Safety meetings will be held monthly.

- D. Discussion/Motion for shop welder

There was discussion about purchasing a welder for the shop to be used at the district. A motion to purchase the Welder was made by Trustee Zimmerman was made, Trustee Ritti seconded the motion.

- E. Hearts and Harmony Gala Discussion/Approval for table purchase

There was discussion about purchasing a table for the One Source Empowering Caregivers fundraiser. Trustee Zimmerman made a motion to purchase a table for the fundraiser at \$175.00. Trustee Ritti seconded the motion. The motion passed unanimously.

9. ADJOURN TO CLOSED SESSION at 10:43 a.m.

I.

A. LABOR NEGOTIATIONS

Conference with Labor Negotiator (Gov. Code, § 54957.6)

Name of District Negotiator: Vice Chair Hurst

Unrepresented Employee: all employees

II. REOPEN PUBLIC SESSION

The meeting was reopened to the public at 11:40

F. Resolution 25-8 Approval Adopting New Job Description for Director of Operations

Trustee Zimmerman moved to approve resolution 25-8 adopting new job description for Director of Operations. Trustee Ritti seconded the motion. The motion passed unanimously.

Trustee Hurst made a motion to hire David Burda as the Director of Operations at \$78,670. Trustee Ritti seconded the motion. The motion passed unanimously.

A motion was made by Trustee Hurst to have David Burda serve as the Interim General Manager with a 10% increase. Trustee Ritti seconded the motion. The motion pass unanimously.

G. Resolution 25-7 Approval Amending General Manager Job Description

Trustee Zimmerman moved to approve resolution 25-7 which updates the position of General Manager. Trustee Ritti seconded the motion. The motion passed unanimously.

9. Board discussion**

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

10. Adjournment

* The Board of Trustees can discuss these matters at any time during the meeting

** The Board will present issues/concerns for the next meeting agenda

Next Tentative Regular Board Meeting Friday, April 18, 2025

ATTEST:



Michael Hurst, Chairperson

April 18, 2025