

NEVADA CEMETERY DISTRICT
P.O. Box 2400
10523 Willow Valley Road
Nevada City, CA 95959
(530)265-3461

NOTICE

SPECIAL MEETING OF THE BOARD OF NEVADA CEMETERY DISTRICT

WEDNESDAY, OCTOBER 26, 2022, at 3:30 PM

VIA ZOOM

[https://us06web.zoom.us/j/82612486931?pwd=
WEdWVDBVdjhNNGpBYmVsbjITSFNJZz09](https://us06web.zoom.us/j/82612486931?pwd=WEdWVDBVdjhNNGpBYmVsbjITSFNJZz09)

Meeting ID: 826 1248 6931

Passcode: 632307

- I. **BOARD CALL TO ORDER:** Please note time and meeting place
- II. **ROLL CALL:** Trustee Cassella, Trustee Bushore, Trustee Archer, Trustee Hurst, Trustee Mertens, Admin. 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 agenda and items are available. Call District Office in advance to request this. The Chair may limit public comment to 3 minutes for each commenter.
- 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 September 21, 2022
- B. Approval of September 30, 2022 Monthly Financial Report
- C. Approval of September 30, 2022 Actual v. Budget Report
- D. Approval of September 30, 2022 Endowment Fund Report
- E. Review of credit card purchases.
- F. Staff report on Sales September to date
- G. Approval of Auditor Controller's report of warrants issued

V. MANAGER'S REPORT AND QUESTIONS

VI. 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 directions as necessary.
- C. **Property Committee:**
 - (1) Progress report of Odd Fellows deeds
 - (2) Progress report of Red Men Cemetery Title documents
 - (3) Proposed Annexations: None

The Board will review/act on any LAFCO requests.
- D. **Marketing Committee:**
Board will take any action if needed.

VII. OLD BUSINESS***

- A. Discussion of meeting place and time/date schedule for Regular Board Meetings and Committee Meetings. Action requested.
- B. Discussion of optional Digital Signature Form for Board Remuneration Request. If approved, and member(s) form selected in lieu of a wet signature, copy of any signed Digital Signature form is to be forwarded to County Auditor for approval, Action requested, including Form, for approval thereof.
- C. Discussion authorizing Chair to have access to District website. Action requested.

VIII. NEW BUSINESS**

- A. Appointment of an ad hoc committee to update Policy Handbooks (Employee & Board Handbooks)
- B. Appointment of an ad hoc committee on Personnel Matters

C. Authorization of the Chairman to enter into the engagement of third party vendor(s) employment contracts, until June 30, 2023, as directed by The Board of Trustees.

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

X. ADJOURNMENT: Board may continue this meeting if necessary

** 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 Gerald Bushore

_____ **Date:** _____

AGENDA WAS POSTED OCTOBER 23, 2022 AT THE DISTRICT OFFICE BULLETIN BOARD AND ON THE DISTRICT WEBSITE.

