

Nevada Cemetery District

P.O. Box 2400
10523 Willow Valley Road
Nevada City, Calif 95959
Phone 530-265-3461
Fax 530-265-8706

PUBLIC NOTICE

of the

NEVADA CEMETERY DISTRICT

of the

DELAYED FEBRUARY-MARCH MONTHLY REGULAR MEETINGS

of the

BOARD OF TRUSTEES

on

FRIDAY, MARCH 31, 2023, 1:30 PM

at the

Nevada Cemetery District Office

10523 Willow Valley Road

Nevada City, CA 95959

AGENDA

Please note time and meeting place above.

I. BOARD CALL TO ORDER - PUBLIC SESSION

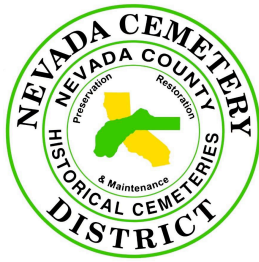
II. ROLL CALL:

- Trustee Bushore
- Trustee Cassella
- Trustee Hurst
- Trustee Zimmerman
- General Manager Richardson

III. PUBLIC COMMENT ON MATTERS ON OR NOT ON THE AGENDA

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 subdivision (6) of Section 54954.2. To comment during the meeting, the public may attend in person.

Prior to the meeting, the public may submit comments by writing the Board, or by email to manager@nevadacemeterydistrict.com.



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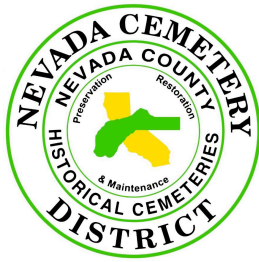
The following procedures shall be in effect with regard to the public's exercise of this right:

- 1) 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.
- 2) The Chair may limit any individual to not less than 3 minutes. Time to address the Board will be allocated on a basis of the order of requests received. Not all members may be allowed to speak if the total time allocated expires.
- 3) 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)

IV. CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered to be routine by the Board of Directors, and may be enacted by one motion at the appropriate time. There will then be no separate discussion of these items, if enacted by one motion. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

- A. Approval of the Minutes for a Regular Scheduled Meeting of the Board of Trustees for the Nevada Cemetery District at the Madelyn Helling Library Gene Albaugh Community Room, 980 Helling Way, Nevada City, CA 95959, held on Thursday, January 19, 2023, at 3:30 PM.
- B. Motion to Postpone:
 - Review of January 31, 2023, Endowment Fund Deposit Detail Report
 - Review of January 31, 2023, Endowment Fund Reconciliation Summary
 - Review of January 31, 2023, Expense Reconciliation of Operating Funds
 - Review of January 31, 2023, Expense and Income Summary Operating Funds
 - Review of January 31, 2023, Reconciliation Deposit Detail of Operating Funds
 - Review of January 31, 2023, Operating Fund Budget vs Actual YTD
 - Review of January 31, 2023, Operating Fund Income/Expense Report
 - Review of January 31, 2023, Operating Fund Monthly Expenditure Report
 - Review of January 31, 2023, Credit card purchases
- C. Motion to Postpone:
 - Review of February 28, 2023, Endowment Fund Deposit Detail Report
 - Review of February 28, 2023, Endowment Fund Reconciliation Summary
 - Review of February 28, 2023, Expense Reconciliation of Operating Funds
 - Review of February 28, 2023, Expense and Income Summary Operating Funds
 - Review of February 28, 2023, Reconciliation Deposit Detail of Operating Funds
 - Review of February 28, 2023, Operating Fund Budget vs Actual YTD
 - Review of February 28, 2023, Operating Fund Income/Expense Report
 - Review of February 28, 2023, Operating Fund Monthly Expenditure Report
 - Review of February 28, 2023, Credit card purchases



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D. Motion to Postpone:

- Review of March 31, 2023, Endowment Fund Deposit Detail Report
- Review of March 31, 2023, Endowment Fund Reconciliation Summary
- Review of March 31, 2023, Expense Reconciliation of Operating Funds
- Review of March 31, 2023, Expense and Income Summary Operating Funds
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- Review of March 31, 2023, Operating Fund Income/Expense Report
- Review of March 31, 2023, Operating Fund Monthly Expenditure Report
- Review of March 31, 2023, Credit card purchases

E. Motion to Postpone:

- Gross Sales Revenue report from September 2022 thru March 2023

V. **MANAGER'S 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.

Requested Motions requiring formal Board Action must be listed herein below:

1. Motion to Postpone:

Review of January, February and March 2023 Cemetery Interments.

VI. **STANDING COMMITTEE REPORTS**

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

A. Personnel Committee:

Chairman to appoint and assign 2 Trustees to the Personnel Committee.

B. Finance Committee: (Trustees Cassella and Hurst)

Committee to set meeting with General Manager to begin new year budget for fiscal 2023 – 2024.

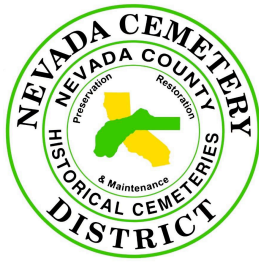
C. Property Committee: (Trustees Cassella and Bushore)

(1) Progress report of Odd Fellows

No report at this time.

(2) Progress report of Red Men

No report at this time.



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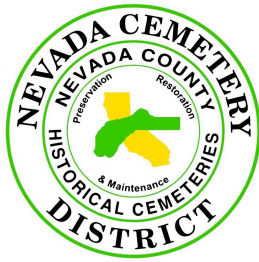
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D. Marketing Committee: (Trustees Hurst and Bushore)
No report at this time

E. Proposed Land Annexations to Nevada County cities.
The Board will review/act on any LAFCO requests.
No report at this time.

VII. OLD BUSINESS**

- A. Continued Discussion, of meeting place and time/date schedule for Regular Board Meetings.
- B. Continued Discussion, on Elimination of any future designated employment positions of an Administrative Manager or Field Supervisor.
- C. Continued Discussion, to approve the Chair and Interim General Manager regarding seeking a part time independent contractual Bookkeeper.
 - i. Review and Approve Contract for part time independent contractual Bookkeeper for Accounting and Bookkeeping services, subject to contract review by General Counsel.
- D. Continued Discussion, to approve the Chair and Interim General Manager to seek employment of a new General Manager.
 - i. Review and Approve General Manager Recruitment Package Brochure(s) and attachment(s).
 - ii. Review and Approve General Manager Salary Range.
 - iii. Approve General Counsel to draft and prepare General Manager's Employment Contract, at appropriate time, for further Board review.
- E. Continued Discussion, to explore the risk with legal counsel of an ordinance regarding cemetery theft, damage, desecrations, camping, loitering, at any time and after-hours trespass.
No report at this time.



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VIII. NEW BUSINESS**

- A. The Chair will distribute, by email, the current Employee Policy Manual to the General Manager and Trustees, in word format. The purpose is to have the board review the Policy for individual questions, comments, and/or change(s). It is proposed the recipients return their questions et al by April 15th to the Chair for a future Agenda item.
- B. The Chair will open discussion for direction on major District equipment needs to be approved for a budgetary fund set aside for future acquisition.
- C. Multiple Cemetery Fence Repairs Direction
- D. Multiple Cemetery Spring Weed Defoliation Direction
- E. District Name Change. Informational Only.

IX. BOARD DISCUSSION***

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

General Manager Richardson
Trustee Hurst
Trustee Cassella
Trustee Zimmerman
Trustee Bushore

X. ADJOURNMENT

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

*** The Board of Trustees will present issues/concerns for the next meeting(s) Agenda.

ATTEST:

GERALD R. BUSHORE, BOARD CHAIR

March 28, 2023

THIS AGENDA WAS POSTED 72 HOURS PRIOR TO THE MEETING
ON THE NEVADA CEMETERY DISTRICT WEBSITE,
AT THE NEVADA CEMETERY DISTRICT OFFICE ENTRANCE BULLETIN BOARD,
AT THE ROOD CIVIC GOVERNMENT MAIN LOOBY BULLETIN BOARD