**NEVADA CEMETERY DISTRICT**

 **Draft #2**

**November 2023\_MONTHLY REGULAR MEETING**

 **Minutes**

**BOARD OF TRUSTEES**

**FRIDAY, November 17th, 2023, 1:30 PM**

**Madelyn Helling Library**

**Gene Albaugh Community Room**

**980 Helling Way, Nevada City, CA 95959**

---------------------------------------------------------------------------------------------------------------------

1. **Board call to order - public session – Meeting was called to order at 1:35 p.m.**
2. **Roll call:** Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Zimmerman, General Manager Love, Secretary Dorothy Miller **Note**: Trustee Bushore arrived at 1:38 p.m.
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: Svea@nevadacemeterydistrict.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)

**.**

1. **Action request - periodical items**

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.

1. 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, October 20th, 2023, at 1:30 PM

. **Trustee Zimmerman moved approval of the Minutes for the October 20, 2023, meeting. The motion was seconded by Trustee Cassella and carried on the unanimous consent of those present**.

 **At this time Trustee Bushore appeared. The time was noted at 1:38 p.m.**

1. Motion to Approve - Financial Yearly Financial Reports

July 2023 - 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 October 10, 2023

**Trustee Cassella moved approval of the July 2023 – June 2024 Yearly Financial Reports as presented. Motion was seconded by Trustee Zimmerman and carried unanimously.**

1. **Bookkeeping report(s)**
2. Review Audit for FY End June 30, 2022

**The Board briefly discussed the auditor’s comments regarding lack of internal controls and the District’s ability to provide them at this time. Chair Bushore will discuss with the Local Agency Formation Commission re any other districts’ audits. Trustee Cassella moved to accept and approve the audit as presented Trustee Hurst seconded the motion which carried unanimously.**

1. **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.

1. Motion to Postpone: Review of January, February, March, April, May, June, July, August, September and October 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

**General Manager Love said she will prepare a report covering the period August through the current month (i.e., the period of her employment with the district) and will then provide the prior months’ reports as information is secured. Further action on this item was deferred. Chair Bushore stated that starting at year end two staff people will keep record of interments at the cemeteries and report back.**

1. General maintenance conducted:
	1. Penn Valley
	2. Elster
	3. Deer Creek
	4. Loney-Stanford
	5. Rough and Ready
	6. North San Juan Protestant & Catholic
2. Veteran’s Day
3. Tree down at Graniteville
4. Generator Quotes Update

**The General Manager commended District staff for their great maintenance job. Chair Bushore summarized work at the various cemeteries above, noting that the District should have staff on site for the tree felling work. Trustee Ward volunteered to be present. The General Manager also reported that she is working to locate veterans’ graves at the cemeteries for commemoration observances. Trustee Zimmerman suggested Bright Futures for Youth and the NEO group might be utilized for this purpose. Trustee Ward suggested the Daughters of the American Revolution or the Sons of the American Revolution. The General Manager reported that a large tree fell at Graniteville Cemetery. It will be cut up next week. Both the General Manager and the Chair have solicited quotes for a generator for District use.**

1. **Standing or ad hocs committee reports**

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

Personnel Committee: (Trustees Cassella and Hurst)

 Bookkeeper – update

**Trustee Cassella reported the contract for bookkeeper services is scheduled to be signed next week and the contractor is due to start December 1, 2023.**

Finance Committee: (Trustees Cassella and Hurst) **will meet December 10, 2023.**

Property Committee: (Trustees Cassella and Bushore)

 Red Men – update

**Chair Bushore reported District will be using an 1890 survey description of the Red Men Cemetery to complete the transfer of title. This acquisition will then give the District a cemetery within the limits of the City of Grass Valley.**

Marketing Committee: (Trustees Hurst and Bushore)

**General discussion on avenues of distribution of flyers re District history, services, etc. The General Manager will contact the Historical Society regarding inserting a flyer in their newsletter.**

Ad Hoc District Fees Committee: (Trustees Zimmerman and Bushore) – **No report**

1. **Old business\*\***
2. Review and adoption of Accounting Policies and Procedures (no report at this time)
3. **New business\*\***
4. Bookkeeper Employment and Contract update – Approve **(See #7 above)**
5. District Name Change –Discuss/Possible Action

**After a general discussion, this Item was tabled until further research was conducted by the Chair.**

1. History of the District – Discuss – **No action.**

**MEETING RECESSED AT 3:05, reconvening at 3:18 p.m.**

1. Control Ideas as to Warrant Process and payments to vendors – Discuss

**The Chair moved, based on the audit’s comments, that the District have the General Manager sign for purchases and place them for payment, that two District Trustees then approve the payment, then final approval of the warrant list is by the full Board. Trustee Zimmerman said this was a good plan and discussion then veered to the necessity of having all Trustees’ signatures verified so warrant lists they signed could be approved by the County Auditor. The General Manager informed the board that all signatures must be refiled at the end of this year.**

1. Starlink activation – Discuss/Possible Action

**Following discussion, Trustee Zimmerman moved to proceed with activation of service by Starlink for the District office. Motion was seconded by Trustee Ward and carried unanimously**.

1. Electronic Signatures – Discuss/Possible Action
2. Policy changes regarding third party monument companies – Discuss – **Deferred to next meeting.**
3. Decision on having December 15 Board Meeting, based on a quorum attending – Discuss
4. **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.

**The Board will discuss Trustee compensation. Trustee Cassella said there is a Resolution setting compensation at $100 monthly for Trustees.**

1. **Adjournment**

**Chair Bushore moved to adjourn the meeting at 3:55 p.m., to reconvene in regular session on December 15, 2023.**

**ATTEST:**

**Gerald Bushore, Chair** November 17, 2023

\*\* 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