**NEVADA CEMETERY DISTRICT**

Minutes

**September 2023\_MONTHLY REGULAR MEETING**

**BOARD OF TRUSTEES**

**FRIDAY, September 15, 2023, 1:30 PM**

**Madelyn Helling Library**

**Gene Albaugh Community Room**

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

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1. **BOARD CALL TO ORDER - PUBLIC SESSION**

**The meeting was called to order at 1:30 p.m.**

1. **ROLL CALL:** 
   * **Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Zimmerman,**

**Trustee Bushore, General Manager Love, Secretary Dorothy Miller**

1. **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 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](mailto:Svea@nevadacemeterydistrict.com)

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 attendees 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)

**No public present.**

**IV. ACTION REQUEST- PERIODICAL ITEMS:**

All matters listed under Action Items are considered to be 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 or

1. No report at this time

A. 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, August 18, 2023, at 1:30 PM.

**A motion was made by Trustee Cassella, seconded by Trustee Hurst, and carried, to approve the Minutes of the August 18, 2023, meeting, as amended in item VII. C “and large heavy marker setting to $400.” Trustee Zimmerman abstained.**

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

**Trustee Cassella moved to approve Item B as presented. Motion was seconded by Trustee Hurst and carried with Trustee Zimmerman abstaining.**

1. Motion to Approve - Credit Card Charges of

Charge Statement Dated August 10, 2023

**Trustee Zimmerman moved approval of the Credit Card Charges**

**Statement dated August 10, 2023. Motion was seconded by Trustee Cassella and carried unanimously.**

**V. BOOKKEEPING REPORT(S)**

Review Audit for FY End June 30, 2022

**The Board deferred action on the Audit Review until the October meeting.**

**Motion by Trustee Zimmerman to seek proposals for auditors as the current contract has expired. Trustee Ward seconded the motion which was carried unanimously.**

**VI. 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 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

**Upon the request of the Chair, Trustee Zimmerman moved to postpone review of the January, February, March, April, May, June, July and August 2023 interments, Pre-Need Sales and Miscellaneous Income. Motion was seconded by Trustee Hurst and carried unanimously.**

2. Report North San Juan Protestant

Discuss update on dead tree outside of cemetery.

**The Chair reported he has a certificate of insurance and is awaiting proposals from contractors**.

1. Report Elster Memorial Lawn

Contractors to review the pressure regulator issue will be on site in the coming weeks.

**The General Manager reported she has two appointments with contractors next week for review of the water regulators, etc., which control the water flow at Elster Memorial.**

4. Generator bids are forthcoming.

**The General Manager reported she has proposals for generators coming next week**.

5. An RFP for a CPA for future audits is being created. A list of CPAs other

Special Districts have used in the past has been obtained.

**VII. STANDING OR AD HOCS COMMITTEE REPORTS**

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

1. Personnel Committee: (at this time Trustees Cassella and Hurst)

The committee will report on any determination of meeting agenda time, place, or any new part time hiring and/or review of the Employee Handbook and Policies.

**No report at this time although it was reported that Loree McCay, District’s temporary bookkeeper, will help train the new bookkeeper when hired.**

1. Finance Committee: (at this time Trustees Cassella and Hurst)

No report at this time

C. Property Committee: (at this time Trustees Cassella and Bushore)

(1) Progress report of Odd Fellows

No report at this time.

(2) Progress report on Red Men Cemetery

Report from Trustee Bushore – **The Chair reported he had a call last week regarding transfer of ownership. The Board noted the passing of the Red Men Cemetery contact.**

1. Marketing Committee: (at this time Trustees Hurst and Bushore)

No report at this time.

1. Ad Hoc District Fees Committee: (at this time Trustees Zimmerman and Bushore)

**No report at this time – It was noted the new fee schedule has been sent to the printer**.

1. LAFCO proposed Land Annexations to Nevada County cities

This item is normally informational only, but can be responded to LAFCO by the Board.

No report at this time

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

A. Continued Discussion, to explore the risk with legal counsel of an ordinance regarding cemetery theft, damage, desecrations, camping and loitering, at any time and after-hours trespass.

Chair Bushore will have discussions with the County Sheriff’s liaison.

B. District Name Change, for continued discussion and direction to Chair on implementation, with possible direction, action, or other implementation, under California Health and Safety Code 9043, and in compliance with the requirements of Chapter 23 (commencing with Section 7530) of Division 7 of Title 2 of the Government Code.

Awaiting discussion and any direction only at this time.

1. Review and adoption of Accounting Policies and Procedures.

Awaiting Accounting Policies and Procedures in preparation, no action requested at this time.

1. Marker Policy update for definition of Heavy/Large monuments.

Trustee Cassella and General Manager Love to provide definitions.

1. Ethics and Harassment training. Per California Government Code, GOV § 53237.1 (Harassment) and Government Code - GOV § 53235 (Ethics), training shall take place once every two years.

General Manager Love to provide list of available trainings, both virtual and in person.

**IX. NEW BUSINESS\*\***

1. Paygov credit card processing – Discuss/Approve

**The General Manager reported she has experience with PayGOV.us and felt it would be beneficial to District’s customers to have this option.**

1. Illness Injury Prevention Program – Discuss/Approve

**Trustee Zimmerman suggested some changes to the proposed document, including that it states the General Manager is the Safety Officer, thereby eliminating the repetitive references to that fact. Trustee Ward suggested regular safety meetings and was informed The District held such meetings until the retirement of a Board member earlier this year.**

1. History of the District for official website – Discuss

**Trustees Ward and Zimmerman are working on this document. Chair Bushore has an article for inclusion. Updates to the District’s website are to be given to the General Manager for inclusion on the site.**

**X. BOARD DISCUSSION\*\*\***

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

* 1. Trustee Hurst
  2. Trustee Ward
  3. Trustee Cassella
  4. Trustee Zimmerman
  5. Trustee Bushore
  6. General Manager Love

**XI. ADJOURNMENT**

The Board may continue this open part of the meeting to a day, time, and place certain.

**Trustee Zimmerman moved adjournment of the meeting at 2:53 p.m., to reconvene on October 20, 2023, at 1:30 pm. in the Gene Albaugh Community Room of the Madelyn Helling Library, Nevada City, CA. Motion was seconded by Trustee Hurst and carried unanimously.**

\*\* 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:

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GERALD R. BUSHORE, BOARD CHAIR October 20, 2023