



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

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# **PUBLIC NOTICE**

for the

## **NEVADA CEMETERY DISTRICT**

of the

### **OCTOBER 2025 MONTHLY REGULAR MEETING**

for the

### **BOARD OF TRUSTEES**

on

### **Friday, October 17 2025, 1:30 PM**

at the

### **Madelyn Helling Library**

Gene Albaugh Community Room, 980 Helling Way, Nevada City, CA 95959

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## **MEETING MINUTES\***

*Please note the time and meeting location above.*

- 1. Board call to order - Public Session – 1:30 P.M.**
- 2. Roll call:**
  - Trustee Ward
  - Trustee Jones
  - Trustee Ritti

Trustee Jones, Trustee Ward and Trustee Ritti were in attendance in person for the Board Meeting. Office Administrator Waters and General Manager Burda were also present in person. Newly recruited Board member, Sushila Mertens, was also present (she is planning to go to the County to get sworn in later this afternoon).

### **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: **phil.ritti@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)).

Sushila Mertens, former NCD Board member and newly-recruited Board member was also present. She will be sworn in with the County this afternoon.

#### **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 Office Administrator may be present or available by other electronic means.

##### **A. Motion of Approval – Minutes\***

Trustee Jones made a motion to approve the September Board Meeting Minutes; seconded by Trustee Ritti; motion unanimously approved.

##### **B. Bookkeeper's Report\***

**Questions for Office Administrator\***

**Motion to Approve – Monthly Financial Reports\***

##### **September 2025 Financials Report:**

NCD Memorandum - Cover Letter to Board by Office Administrator

Balance Sheet Operations Fund

Balance Sheet Endowment Fund

P&L by Month

Budget vs. Actual YTD

Reconciliation Reports

9/10/25 Credit Card Transactions

– Discussion/Approval

Trustee Ritti explained how we had spoken with Elena Gagney, and how they are putting in a new system going live on January 1. Stacy reached out and they will be providing training on the new system.

Trustee Ward explained that Dennis Cassella was a longtime financial officer on the Board who was meticulous with his note-keeping, and that we might want to look at these past minutes to provide some insight (covering the last couple years).

Sushila Mertens (present as public comment figure, this meeting) was on the Board for 7 years and said she might be able to provide some insights.

Trustee Ritti notes that Operations revenue was a good month.

#### 5. **Chair's and Manager's Report\***

*This Report is for information, ideas, or questions relating to Problems, Concerns, Events, or Happenings, Needs, Repairs, Projects, etc., 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.**

There were 8 sales in the last month, sales totaling \$22,241, miscellaneous sales of \$380, including 4 interments (2 full body, 2 cremations; 1 Penn Valley and 3 at Elster). General Manager Burda reports that the general consensus in the past is that \$15k a month was a good month, revenue-wise.

He has had an ongoing complaint for 5 months due to Clear Creek School gates being closed. General Manager Burda spoke to the principal at the school, who noted that there is vandalism, so he's not willing to leave the gates unlocked. This should be added to next month's agenda.

#### Personnel:

At a funeral for a Hispanic family ceremony at Elster, a Grounds Maintenance employee made a derogatory comment that was heard by the family, who were offended. The employee in question has come into work late almost every single day, 30-60 minutes late, and after this last incident, which brought the reputation of the District into question and did not live up to the standards of the District, the employee was let go on Tuesday. The family was informed that we don't tolerate that behavior. General Manager Burda intends to search for a replacement; he plans to put an ad out in the newspaper in accordance with the advertising requirements for District job postings. He plans to start looking in January, as the winter months are slower.

**Action Item:** Trustee Ritti suggested sending an official letter to the family in question to apologize formally in writing for what happened.

**B. General maintenance conducted:**

Refer to Manager's Report in the Board packet.

**6. Standing or Ad Hoc Committee Reports\***

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

**Finance Committee:**

Trustee Ritti gave an update about his meeting with Office Administrator Waters.

**Property Committee:**

Discussion is at stasis for the moment for the Maidu Tribal Cemetery off Cement Hill. Trustee Ward is willing to visit the men connected to the Red Men Cemetery, but there hasn't been a lot of movement in that. It's been stagnant for a couple months. General Manager Burda said Bernie Zimmerman reached out to ask of progress because he's communicating with County Supervisor Sue Hoek, who is very amenable to that transaction.

Trustee Ritti asked about the OpusXenta, whether that would be part of the Property Committee, and Trustee Ward said he thought it would fall under that purview. Trustee Ward and Sushila Mertens are interested in participating in those trainings.

**Marketing Committee:**

The Marketing Committee has had scheduling conflicts, but are currently scheduled for a meeting next Tuesday, October 21 at 2:30.

Trustee Ward has spent time reaching out to the local fraternal orders. He met with Lions, Oddfellows, Elks, the Grange, Clampers and gave them our information. They are all receptive and pledged to bring it up at their meetings; Trustee Ward gave them some literature. He plans to reach out to Empire Club, Native Sons and Daughters of the Empire. All these groups are aware of our services, but he thought it was worthwhile to connect and enrich the relationship.

General Manager Burda noted that he met with the person who headed up the organization who put on the Auburn Cemetery Tour last week, and he asked how to get access to the old hearse if we wanted to use it for a future event at Bloomfield or Malakoff. The rep said it would just be up to someone being willing to volunteer to help with it.

Trustee Jones suggested having an event on Day of the Dead or Halloween.

Sushila Mertens noted that a woman submitted pictures from Rough and Ready, also there was a poet laureate who did a talk about symbolism.

Trustee Ward said the community is interested in the historical role of the cemeteries.

General Manager Burda noted that Brad LeDu reached out about wanting to volunteer for stewardship and interest the community in it.

## 7. Old Business\*

### A. Update on Board Recruitment:

Two new Board members have been approved by the Board of Supervisors: Sushila Mertens and Rick Sharkey, both of whom need swearing in. (Sushila Mertens plans to do so at the conclusion of this meeting; she said she is willing to serve on any Board committee that needs help.)

### B. Update on Air Conditioning Work:

See Manager's Report section above.

### C. Bylaws update discussion:

Trustee Ritti requested that Board members provide feedback to Office Administrator Waters in advance of the next meeting on proposed revisions, so that this might be addressed more fully at a future meeting.

## 8. New Business\*

### A. Bond for Financial Employees:

Trustee Ritti will let Office Administrator Waters know who he talked to at the County about D& O insurance.

### B. Personnel update/discussion:

*See notes above, under Manager's Report.*

## 9. Board discussion\*\*

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

Burda shared some stickers with everyone. We'll seek approval for this at Tuesday meeting.

**Action Item:** The Agenda for this meeting needs to be posted 24 hours in advance.

Sushila Mertens asked about the District's discussions to date with the people heading up the HEW building project, and she was wondering how that is affecting the District. Trustee Ritti explained that the reps came to the District and explained what they were doing, that they were going to be going out to the public. We do have a lifetime easement to get to our

office. The communication is open and healthy at this time. We are open to listening as they move through their process, but we will need to best represent the District.

**11. Adjournment**

The meeting ended at 2:35pm.

- \* 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, November 21, 2025.

**ATTEST:**

DocuSigned by:  
*Phil Ritti*

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Phil Ritti, Chairperson

November 21, 2025