

Nevada Cemetery District

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

NEVADA CEMETERY DISTRICT

APPROVED MINUTES

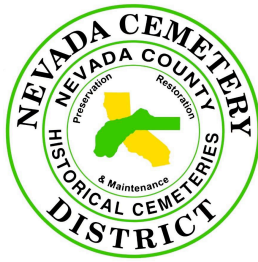
of the **DELAYED FEBRUARY- MARCH MONTHLY REGULAR MEETINGS** of the

BOARD OF TRUSTEES

Friday, March 31, 2023, 1:30 PM

Nevada Cemetery District Office
10523 Willow Valley Road
Nevada City, CA 95959

- I. **BOARD CALL TO ORDER - PUBLIC SESSION – 1:32 p.m.**
- II. **ROLL CALL:** Trustee Bushore, Trustee Cassella (absent), Trustee Hurst, Trustee Zimmerman, General Manager Richardson, Secretary Dorothy Miller
PUBLIC COMMENT ON MATTERS ON OR NOT ON THE AGENDA
- III. 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
No public present.
- 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 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.
Motion by Trustee Hurst to approve the Minutes as presented was seconded by Trustee Bushore.
Motion carried with Trustee Zimmerman abstaining.



Nevada Cemetery District

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

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

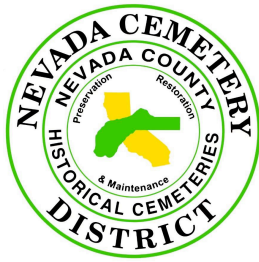
C. Motion to Postpone:

- 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

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
- Review of March 31, 2023, Reconciliation Deposit Detail of Operating Funds
- Review of March 31, 2023, Operating Fund Budget vs Actual YTD
- 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

Upon the recommendation of Chair Bushore, Trustee Zimmerman moved postponement of action on items B, C and D until next meeting. Motion was seconded by Trustee Hurst and carried unanimously.



Nevada Cemetery District

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

E. Motion to Postpone:

- Gross Sales Revenue report from September 2022 thru March 2023

Trustee Zimmerman moved to postpone consideration of the Gross Sales Revenue report from September 2022 through March 2023 until the next meeting.

Motion was seconded by Trustee Hurst and carried unanimously.

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.

The General Manager presented the Year-to-Date Financials for February 2023 as prepared by Loree McCay, independent auditor, associated with the City of Grass Valley. Ms. McCay reviewed her report via telephone and answered questions from the Board.

The General Manager talked about automating sales reports. He noted there has been an increase in sales, many in the pre-need category. He also recommended the Board retain Ms. McCay as an independent auditor for future reporting.

Trustee Zimmerman moved acceptance of the February 2023 Financial Report as presented.

Motion was seconded by Trustee Hurst and carried unanimously.

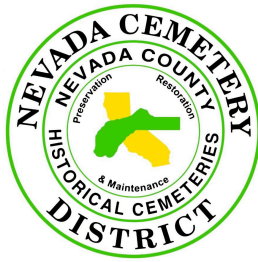
Requested Motions requiring formal Board Action must be listed herein below:

1. Motion to Postpone:

Review of January, February, and March 2023 Cemetery Interments.

Trustee Zimmerman moved to postpone action on review of the January, February and March 2023 cemetery interments.

Motion was seconded by Trustee Hurst and carried unanimously.



Nevada Cemetery District

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

VI. STANDING COMMITTEE REPORTS

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

A. Personnel Committee

The Chair to appoint and assign 2 Trustees to the Personnel Committee.

The Chair appointed Trustees Zimmerman and Hurst 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.

The General Manager will contact the committee regarding this item.

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 on progress, however, the Chair did brief Trustee Zimmerman on the history of the final acquisition or potential acquisition of the Odd Fellows and Red Men Cemeteries into the Nevada Cemetery District..

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.

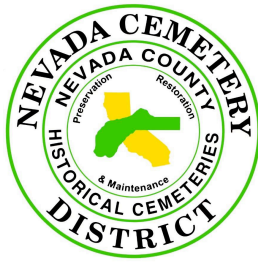
VII. OLD BUSINESS**

A. Continued Discussion, of meeting place and time/date schedule for Regular Board Meetings

Motion by Trustee Zimmerman, seconded by Trustee Hurst, to set the regular meetings of the Nevada Cemetery District as the third Friday of each month at 1 p.m. at a place to be determined.

The Motion carried unanimously.

The Chair will report back regarding use of the Madelyn Helling Library, Gene Albaugh meeting room.



Nevada Cemetery District

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

B. Continued Discussion on Elimination of any future designated employment positions of an Administrative Manager or Field Supervisor.

Items B removed from discussion until after employment of new General Manager.

C. Continued Discussion, to approve the Chair and Interim General Manager, regarding the District's seeking of 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.

Item C removed from discussion, until after receipt of a drafted employment contract by the present General Manager to present to the Board.

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

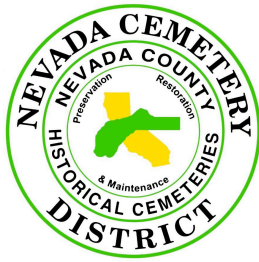
Trustee Zimmerman moved approval of the General Manager recruitment package as presented by General Manager Richardson at a range of \$80,000 to \$120,000, plus pay for performance increases, Motion was seconded by Trustee Hurst and carried unanimously.

iii. Approve General Counsel to draft and prepare General Manager's Employment Contract, at appropriate time, for further Board review.

Trustee Zimmerman moved that the General Manager's employment contract be prepared by general counsel at the appropriate time. Motion was seconded by Trustee Hurst and carried unanimously.

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 other than a brief discussion of using cameras.



Nevada Cemetery District

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

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.

The Chair directed the Trustees' attention to the possible issue of Compensatory Time Off rather than Overtime.

- 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.

A review of capital equipment purchases disclosed that some budgeted items had not been purchased but were still needed whereas other capital equipment, unbudgeted, had been purchased.

Specifically, the District is in need of an excavator, new small pickup truck, 800+ gallon propane tank, back-up building generator, tractor /back hoe, and a ground penetrating grave locator. The Board agreed these items need to be included in the next proposed Budget.

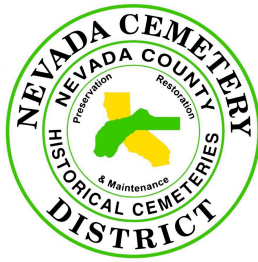
- C. Multiple Cemetery Fence Repairs Direction

The Chair informed the Board that repairs to North Bloomfield, North San Juan, and Red Dog Cemeteries, and others, would amount to an estimated \$29,629.98. Claims have been filed with and have been paid by Golden State Risk Management Association; however, some claims were below the deductible amount and will need to be budgeted for repair by the District. The Board concurred the repairs should be placed in the next budget.

The General Manager was also directed to identify any then excess equipment, in item B above, that could be sold to offset the insurance covered fence repairs not covered, as to deductible amounts, and those repairs below minimal insurance amounts not covered below any deductible.

- D. Multiple Cemetery Spring Weed Defoliation Direction

The Board briefly discussed the sequence of weed defoliation.



Nevada Cemetery District

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

E. District Name Change. *Informational Only.*

The Board had previously discussed its possible intent to change its name from the Nevada Cemetery District, to avoid confusion by the public that the District is in the State of Nevada.

Trustee Zimmerman will direct a memorandum to the County regarding the District's potential name change for feedback.

IX. BOARD DISCUSSION***

The Board will identify other relevant items, or future New Business, and/or agenda 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 Zimmerman requested the following statement be included in these Minutes:

"I am a retired United States Magistrate Judge. The conditions of my retirement require that I continue to be bound by the Code of Judicial Conduct and that I not render any legal advice or give any legal opinions. So please do not ask."

Trustee Bushore

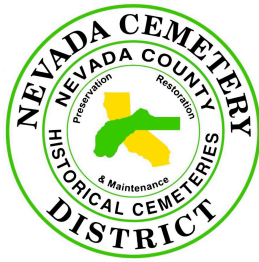
Saturday service and other fees for cemetery services.

X. ADJOURNMENT

Motion by Trustee Hurst to adjourn the meeting at 4:08 p.m. Motion seconded by Trustee Zimmerman and carried unanimously.

** 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.



Nevada Cemetery District

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

ATTEST: GERALD R. BUSHORE, BOARD CHAIR

Dated 04-21-2023

Gerald R. Bushore