**PUBLIC NOTICE­­­**

for the

**NEVADA CEMETERY DISTRICT**

of the

**February 2024\_MONTHLY REGULAR MEETING**

for the

**BOARD OF TRUSTEES**

on

**FRIDAY, March 15th, 2024, 1:30 PM**

at the

**Madelyn Helling Library**

**Gene Albaugh Community Room**

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

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**AGENDA**  
Please note the time and meeting location above.

1. **Board call to order - public session**
2. **Pledge of Allegiance**
3. **Roll call:**

Trustee Hurst

Trustee Ward

Trustee Cassella

Trustee Bushore

Trustee Zimmerman

General Manager Love

1. **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](mailto: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, February 16th, 2024, at 1:30 PM.
2. Motion to Approve - Financial Yearly Financial Reports

July 2023 - June 2024 (February 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 February 10, 2024

1. **Questions for Bookkeeper and General Manager**
2. **Bookkeeper’s Report**
3. **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. Review of August, September, October, December 2023 / January, and February 2024 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
2. General maintenance conducted:
   1. Making cemetery rounds to check on storm damage.
3. Trees at North San Juan
4. Trees around District office
5. **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)

Finance Committee: (Trustees Cassella and Hurst)

Property Committee: (Trustees Cassella and Bushore)

Marketing Committee: (Trustees Hurst and Bushore)

Ad Hoc District Fees Committee: (Trustees Zimmerman and Bushore)

1. **Old business\***
2. Review and adoption of Accounting Policies and Procedures (no report at this time)
3. **New business**
4. Trustees Digital Signatures Procedure & Personal Application - Discuss/Approve
5. Requirements of Warrants Form for Auditor Controller – Discuss
6. County Library Agreement for Use of Meeting Room – Discuss/Approve
7. Disinterment Authorization Form - Discuss/Re-Approve
8. Release of Interment Rights Form – Discuss/Approve
9. Review New Field Employee Supervision Maintenance Position – Discuss/Action
10. Personnel Committee’s Recommendation for Internal Promotion – Discuss/Action
11. Formatting change of District price list – Discuss/Possible Action
12. Auditor Contract – Discuss/Action
13. Harassment Prevention Training Requirement – Discuss/Possible Action
14. At-will / On-Call status for Rev. Jerry Ferrel including training, procedures, and requirements – Discuss/Approve
15. Purchasing & Bidding Policy Review – Discuss
16. **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.

1. **Adjournment**

Next Meeting April 19th

**ATTEST:**

A close-up of a signature

Description automatically generated

Svea Love, General Manager March 12th, 2024

THIS AGENDA WAS POSTED March 12th, 2024

ON THE NEVADA CEMETERY DISTRICT WEBSITE

AT THE NEVADA CEMETERY DISTRICT OFFICE BULLETIN BOARD

AT THE ROOD GOVERNMENT CENTER, MAIN LOBBY BULLETIN BOARD

\* 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