

NEVADA CEMETERY DISTRICT

P.O. Box 2400

Physical address: 10523 Willow Valley Road
Nevada City, CA 95959

AGENDA

SPECIAL MEETING WEDNESDAY, SEPTEMBER 16, 2020

2:00 P.M.

****Telemeeting from Unity in the Gold Country, 180 Cambridge Court, Grass Valley, CA 95945. Contact NCD District Manager for web site and code. 530-2650-3475 at least 24 hours in advance**

- I. BOARD CALL TO ORDER: 2:00 Please note time and meeting place**

- II. ROLL CALL : Trustee Cassella, Trustee Bushore, Trustee Archer, Trustee Hurst, Trustee Mertens , District Manager Melugin, Secretary Dorothy Miller.**

- III. PUBLIC COMMENT ON MATTERS NOT ON AGENDA:** This is the time for any member of the public to address the Board with any item **not** on the Agenda. Pursuant to CA Gov Code 54954, the public may talk about anything within the subject matter jurisdiction of the NCD Board, but the Board generally cannot act on or discuss an item not on the Agenda. However, the Board may “briefly respond” to comments or questions from the members of the public. *Please see rules for public comment at the bottom of Agenda. Copies of the agency and items are available. . Call District Office in advance to request this. The Chair may limit public comment to 3 minutes for each commenter.

- IV. CONSENT CALENDAR:** All matters listed under the Consent Calendar are considered to be routine by the Board of Directors and will be enacted by one motion at the appropriate time. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

- A. Approval of Minutes of August 26, 2020
 - B. Approval of August 31, 2020 Monthly Financial Report
 - C. Approval of Actual v Budget of August 31, 2020 Report
 - D. Approval of Reserve Fund of August 31, 2020 Report
 - E. Approval of August 31, 2020 Endowment Fund Report
 - F. Review of credit card purchases.
 - G. Staff report on Sales September to date
 - H. Approval of Auditor Controller's report of warrants issued
- V. Questions concerning Manager's Written Report for September 2020. Meetings with county and Health Department. Adoption of necessary temporary policies to respond to COVID 19 national and state emergency.**

Update concerning compliance with new web site requirements.

VI. STANDING COMMITTEE REPORTS

- A. **Personnel Committee:** Report and action as necessary concerning wages, hours and working conditions. Safety Committee report:
- B. **Finance Committee:** Board will take action as necessary
- C. **Marketing Committee:** The Board will take any action necessary:
- D. **Property Committee: Progress report of Odd Fellows deeds**
 - 1) Board will take such action as necessary if deeds have been returned including adoption of resolution(s) to record deeds

VII. LAFCO Proposed Annexations: The Committee will present and review/ act on any LAFCO requests. Report on Nevada City annexations.

VIII. *OLD BUSINESS:**

IX. *NEW BUSINESS:**

- 1. **Emergency policy decisions as necessary - COVID 19.**
- 2. **Report on generator hookup for shop building**

X. *APPROVAL OF BILLS:** The Board will review the report of the Auditor-Controller of warrants issued and warrant report for Board items and approve warrants for:

- a) Lisa LaBarbera, payroll and bookkeeping services
- b) Trustee warrants
- d) Dorothy Miller, District Secretary services
- e) Other warrants as necessary

X *BOARD DISCUSSION:** The Board will identify other relevant items and agendize action items and reports for future meeting(s).

XI. ADJOURNMENT:

Members of the public may comment for a maximum period of 3 minutes each concerning any issue in the regular order of the agenda. The Board may act after such comments have been heard. The Board may discuss these items () at any time except where a time certain has been identified in advance. The Board shall not change the order of discussion for the purpose of restricting the opportunity for discussion.**

****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.**

District Secretary, Dorothy Miller

Board Chair, Dennis Cassella

**AGENDA WAS POSTED 9.10.2020 AT THE DISTRICT OFFICE BULLETIN BOARD AND ON THE
DISTRICT WEBSITE UNDER AGENDAS HEADING**