

Nevada Cemetery District

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

PUBLIC NOTICE

for the

NEVADA CEMETERY DISTRICT

of the

JULY 2023_MONTHLY REGULAR MEETING

for the

BOARD OF TRUSTEES

on

FRIDAY, JULY 21, 2023, 1:30 PM

at the

Madelyn Helling Library

Gene Albaugh Community Room

980 Helling Way, Nevada City, CA 95959

AGENDA

Please note time and meeting place above.

I. BOARD CALL TO ORDER - PUBLIC SESSION

II. ROLL CALL:

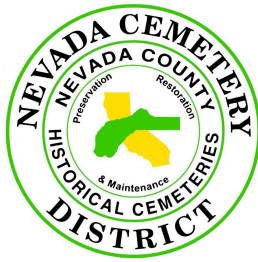
- Trustee Hurst
- Trustee Ward
- Trustee Cassella
- Trustee Bushore
- Trustee Zimmerman

III. 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:

manager@nevadacemeterydistrict.com



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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. Public
- 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)

IV. ELECTION OF OFFICERS for Fiscal Year 2023-2024

- A. Nominations and Election of Chairman
- B. Nominations and Election of Vice Chairman
- C. Approval of Resolution #2023-4. Authorizing Chairman to sign contractual obligations of the Nevada Cemetery District until June 30, 2024.

V. HEALTH AND SAFETY CODE - Section 9031 (e) "CLOSED SESSION Closed Session - Dated 06/16/2023**

Chair request the need for a Closed Session of the Board as to personnel matters and direction or action before the Board. Formal Action is being requested or expected.

THE PUBLIC PORTION OF THE MEETING TO PAUSE, but remain open and monitored by staff member and/or secretary to reconvene public hearing after Closed Session of the Board of Trustees.

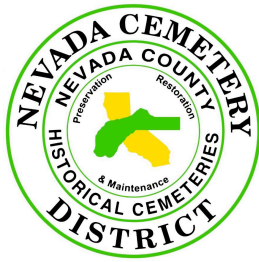
ADJOURN TO CLOSED SESSION:

PERSONNEL

Public Employment (Gov. Code § 54957)

Title: General Manager

RECONVEN TO OPEN SESSION



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CHARMAN TO ANNOUNCE BOARD ACTION, if any, of CLOSED SESSION

VI. 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

A. Motion of Approval – Minutes

Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Madelyn Helling Library, on Friday, June 16, 2023, at 1:30 PM.

B. Motion to Approve - Financial Yearly Financial Reports July 2022 - June 2023

NCD Memorandum - Cover Letter to Board by Bookkeeper

Monthly Endowment Fund Activity

Monthly Operations Fund Activity

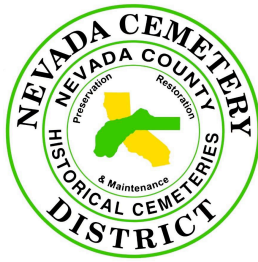
Monthly Income & Expense

ME FNS Budget to Actual

FNS P&LYTD Comp

Reconciliation Report

C. Motion to Approve - Credit Card Charges of Charge Statement Dated June 12, 2023



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VII. BOOKKEEPING REPORT(S)

A. Update on Current Audit.

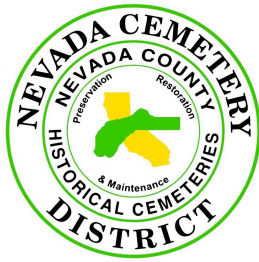
B. Board to authorize a Request For Proposals (RFP) for a three (3) year contract for Audits for fiscal years of 2022-2023, 2023-2024 and 2024-2025.

VIII. 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 2023 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
2. Report North San Juan Protestant
Cable and lock installed across entry.
Staff to meet with tree removal company for bid on dead tree.
3. Report Indian Springs
Letter sent by General Counsel on 2 unauthorized cemented vases installed, memorial marker redirected/reset, and unauthorized bench installed in cement on unrelated adjacent plot. Staff restored plot and marker to original condition with proper lineage and place, and the bench and urns were removed to the District Office for pickup.
4. Report Elster Memorial Lawn
Need technical person to inspect water pressure regulator, or in need of a second well, as water pressure/volume is not adequate during summer months to keep grass green.
5. Report Deer Creek
Major water leak needed to be dug up and capped, plus replaced battery on sprinkler timers. Inoperative Solar panel to be replaced.
6. District needs bids from Fencing Contractors for repairs at several sites.



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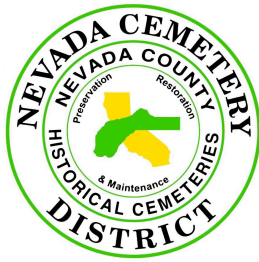
IX. STANDING OR AD HOCS COMMITTEE REPORTS

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

- A. Personnel Committee: (at this time Trustees Cassella and Hurst)
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.
- B. 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 Ward of any Title search
- D. Marketing Committee: (at this time Trustees Hurst and Bushore)
No report at this time.
- E. Ad Hoc District Fees Committee:
No report at this time.
- F. 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.

X. 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.
No report at this time.
- 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



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requirements of Chapter 23 (commencing with Section 7530) of Division 7 of Title 2 of the Government Code.

Discussion and any direction only at this time.

C. Review and adoption of Accounting Policies and Procedures.

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

D. Review and approval of a Memorandum of Understanding with the City of Grass Valley and the Nevada Cemetery District for accounting services to the District.

XI. NEW BUSINESS**

A. Approval of Resolution #2023-4. Authorizing a Cost of Living Adjustment (COLA) for the 2022-2023 fiscal year, which shall be a four percent (4%) adjustment applied to the annual salary of each full-time, non-exempt employee.

XII. 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.

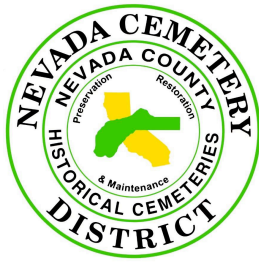
- a. Trustee Hurst
- b. Trustee Ward
- c. Trustee Cassella
- d. Trustee Zimmerman
- e. Trustee Bushore
- f. General Manager

XIII. ADJOURNMENT

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

** 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



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Gerald R. Bushore

GERALD R. BUSHORE, BOARD CHAIR

July 17, 2023

THIS AGENDA WAS POSTED 72 HOURS PRIOR TO THE MEETING
ON THE NEVADA CEMETERY DISTRICT WEBSITE,
AT THE NEVADA CEMETERY DISTRICT OFFICE ENTRANCE BULLETIN BOARD,
AND
AT THE ROOD GOVERNMENT CIVIC CENTER- MAIN LOOBY - BULLETIN BOARD