**PUBLIC NOTICE­­­**

for the

**NEVADA CEMETERY DISTRICT**

of the

**OCTOBER 2024\_MONTHLY REGULAR MEETING**

for the

**BOARD OF TRUSTEES**

on

**FRIDAY, October 18th, 2024, 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**

**Meeting called to order at 1:35 PM**

1. **Roll call:**

Trustee Hurst

Trustee Ward

Trustee Bushore

**All Board Members were in attendance. Forman Burda and Bookkeeper Klopfer were also in attendance.**

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 the Chair at: **gerald@bushoreinc.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) .

**There were 2 members of the public present. Debbie Heller – Foreperson of the Grand Jury and Joe Dandrea – Pro Tem of the Grand Jury were present.**

1. **Action Items Requests\***

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, September 20, 2024, at 1:30 PM.

**Trustee Hurst made a motion to approve the minutes from the September 20th 2024. Trustee Ward seconded the motion. The motion was approved unanimously.**

1. **Bookkeeper’s Report\***

**Questions for Bookkeeper\***

Motion to Approve – Monthly Financial Reports\*

September 2024 Financials Report

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

**Bookkeeper Klopfer reported there was not a credit card bill received at the time of the September reconciliation. After inquiries were answered. Trustee Ward made a motion to approve the September 2024 Financial Report. Trustee Hurst seconded the motion. The motion was approved unanimously.**

1. **Chair’s and Crew Report\***

This Report is for 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, or from, the Manager requiring no Formal Board Action(s) will be listed in the Board Minutes.

1. Review of Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
2. General maintenance conducted:
3. Loney-Sanford
4. Elster
5. Indian Springs
6. Deer Creek
7. Washington
8. French Corral
9. Cherokee
10. Penn Valley
11. North San Juan Protestant
12. North San Juan St. John’s Catholic
13. Bloomfield-Malakoff
14. Rough and Ready
15. Clear Creek
16. Graniteville
17. New Oddfellows
18. Red Dog
19. Sweetland
20. Pleasant Valley

**Foreman Burda reported general maintenance has been conducted at the cemeteries. A hedge at Washington Cemetery needs to be taken care of. French Corral has a tree down and needs to be cleaned up. Discussion ensued regarding fallen trees from neighboring properties and their responsibilities. David will contact the insurance agency and Chairman Bushore will contact General Counsil for possible resolution. Cherokee cemetery has a gate up now to keep the homeless out. The cemetery is accessible to the public. David will contact the school district for Cleer Creek and ask them to put up a sign so people can access the cemetery.**

1. **Appointment of Standing or ad hoc Committee Reports\***

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

Personnel Committee: (Trustees Hurst and Bushore)

Pending Interviews for new level Maintenance1Trainee opening(s)

**Chairman Bushore reported the Trainee positions will be offered to two people. A meeting will occur on Monday to offer the positions.**

Finance Committee: (Trustees Ward and Hurst)

**Nothing to report**

Property Committee: (Trustees Ward and Bushore)

**Trustee Ward commented on the You Bet Cemetery. Chairman Bushore has had conversations with all involved. Foreman Burda and Chairman Bushore will be meeting with the Property Manager and will work on reaching a solution.**

Marketing Committee: (Trustees Hurst and Bushore)

**Trustee Hurst commented on the size of the Union Ad.**

1. **Old Business\***
2. Continued: Bids for Fence Damage at NSJ

**Nothing to report.**

1. Continued: Sick Leaves - Discussion on District compliance with current California Paid Sick Leave

After January 1, 2024, Employees may accrue more than five days of paid sick leave under the one hour for every 30 hours (1:30) worked accrual method (or under an alternative accrual standard), the law allows employers to limit an employee’s use of paid sick leave to 40 hours or five days during a year. The law also allows an employer to limit an employee’s total accrued paid sick leave to no more than 80 hours or ten days. Before January 1, 2024, an employer could limit an employee’s use to 24 hours or three days during a year and an employee’s accrual to no more than 48 hours or six days.

The District currently provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries, or injury, or that of a family member who resides in your household.

**Chairman Bushore reported our current policy is fine. A discussion ensued regarding sick leave policy. The Personnel Committee will meet to resolve this issue and make a recommendation to the Board.**

1. Continued: Discussion of Employee Handbook – No Report

**Nothing to report**

1. Continued: Iron Crosses Update

**Discussion ensued regarding the cost of crosses. It was reported there is a fabrication tax and that is the reason for the taxes being so high. After much discussion, there was a suggestion to check with Yuba College’s welding department to see if they can produce the crosses. Foreman Burda will reach out to the college.**

1. **New Business\***
2. Revision to Name Change of the District

**Trustee Ward made a motion to change the name of the Nevada Cemetery District to Nevada County Cemetery District and to be effective December 1st. Trustee Hurst seconded the motion. The motion was approved unanimously.**

1. Confirming prior pay levels for Maintenance 1 Trainee

**Trustee Ward made a motion to confirm the Maintenance 1 Trainee pay level be at the 2024 rate. Trustee Hurst seconded the motion. The motion was approved unanimously.**

1. Discussion of Cemetery Information Management System (CIMS) demonstration

**Discussion ensued regarding the CIMS program. Bookkeeper Klopfer will send and email to the representative she has communicated with and send her the Board’s contact information so they can set up a demonstration appointment.**

1. Discussion/Motion of Draft Audit for FY 22/23.

**Tabled until the November 15, 2024 Board Meeting**.

1. **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.

**Bereavement Leave needs to be added for discussion on next month’s agenda.**

1. **Adjournment**

**The Meeting adjourned at 2:41 PM**

\* 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

Next Tentative Regular Board Meeting November 15, 2024, Friday

**ATTEST:**

Gerald R. Bushore, Chair November 15, 2024