**PUBLIC NOTICE­­­**

for the

**NEVADA CEMETERY DISTRICT**

of the

**August 2024\_MONTHLY REGULAR MEETING**

for the

**BOARD OF TRUSTEES**

on

**FRIDAY, August 16th, 2024, 1:30 PM**

at the

**Madelyn Helling Library**

**Gene Albaugh Community Room**

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

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Please note the time and meeting location above.

**Meeting Minutes**

1. **Board call to order - Public Session**

**The board meeting was called to order at 1:35 P.M.**

1. **Roll call:**

Trustee Hurst

Trustee Ward

Trustee Bushore

**All Board members were in attendance. Foreman 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) .

**Richard Johnson, Tribal Counsel Chairman of the Rancheria Nisenan Tribe and Sexton Thomas, Council Member of the Rancheria Nisenan Tribe were present as members of the public. They came to discuss new at need interments at the Maidu Cemetery. Chairman Bushore informed the members of the public they were unable to discuss this topic due to rules of the Brown Act and it not being on the Agenda. The chair advised that this was not needed to be a future Agenda item, and offered to meet after the Board meeting, as this was a normal service offered and performed by the District.**

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, June 21st, 2024, at 1:30 PM.

**A motion was made by Trustee Ward and seconded by Trustee Hurst to approve the minutes for the June 21st,  Board meeting. The motion was approved unanimously.**

* 1. Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District Office, on Friday, June 26th, 2024, at 1:30 PM.

**A motion was made by Trustee Hurst and seconded by Trustee Ward to approve the minutes for the July 26th  Board meeting. The motion was approved unanimously.**

1. **Bookkeeper’s Report\***

**Questions for Bookkeeper\***

Motion to Approve - Financial Yearly Financial Reports\*

July 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

**A motion was made by Trustee Hurst and seconded by Trustee Ward to approve the Yearly Financial Reports. The motion was approved unanimously.**

Motion to Approve - Credit Card Charges of

Charge Statement Dated June 10, 2024

**A motion was made by Trustee Bushore and seconded by Trustee Ward to approve the Credit Card Charged on the Credit Card Statement Dated June 10, 2024. The motion passed unanimous.**

**C. FINAL BUDGET REVIEW AND AOPPROVAL FISCAL YEAR 24/25**

**Action Requested**

Motion of Approval – FINAL BUDGET FOR FISCAL YEAR 24/25 – Resolution approval

**Resolution 25-2 to adopt the final budget was approved unanimously.**

1. **Chair’s and Staff Report\***

This Report is formation, 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 Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

**Foreman Burda reported on sales for the period 07/27/24 – 08/15/24. It was noted sales were down for the period. There are 3 internments scheduled for the future: Two interments for September and one interment in October.**

1. General maintenance conducted:
2. Loney-Sanford
3. Elster
4. Indian Springs

4 Deer Creek

5 Washington

6. French Corral

7. Cherokee

8. Penn Valley

9. North San Juan Protestant

10. North San Juan Catholic

11. Washington

12. Other

**Foreman Burda reported all active cemeteries have been cleaned up for the season. He reported he has not received any fence bids. Foreman Burda also reported the Graniteville cemetery has not been cleared from the dilapidated building that is sitting on cemetery grounds.**

**Chairman Bushore reported he met with a PG&E representative, on site, to discuss a Right Of Way being granted to place the overhead power lines located near the Washington Cemetery underground.**

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)

**Nothing to report**

Finance Committee: (Trustees Ward and Hurst)

**Nothing to report**

Property Committee: (Trustees Ward and Bushore)

**Nothing to report**

Marketing Committee: (Trustees Hurst and Bushore)

**Nothing to report**

1. **Old Business\***
2. Review and adoption of any changes to Accounting Policies and Procedures.

(no report at this time)

B. Bids for Fence Damage at NSJ

**It was reported by Foreman Burda there were not any bids for the fence damage.**

C. 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.

**After much discussion on the policy revision, a consensus could not be reached. This issue will be tabled for the next proposed Board meeting date of September 20th 2024.**

1. **New Business\***

Employee Handbook Updates

1. Discussion Paid Sick Leave Laws

2. Discussion Bereavement Leave Laws

3. Workplace Injury and Illness Prevention Program

**During the discussion of the above Handbook Updates, it was suggested the Bereavement Leave Laws be added to the Sick Leave Policy. Foreman Burda and Bookkeeper Klopfer will look for the existing Workplace Injury and Illness Prevention Program.**

1. Workplace Violence Prevention Plan (WVPP}

C. Requested discussion on the Maidu Cemetery transferring it to the Nisenan Tribe.

**Trustee Ward shared with Richard Johnson, Tribal Counsel Chairman of the Rancheria Nisenan Tribe, and Sexton Thomas, Council Member of the Rancheria Nisenan Tribe the progress on looking into transferring the Maidu Cemetery to the Nisenan Tribe. It was proposed by Trustee Ward, there will be drafted letters sent to the Board of Trustees to start the discussion.**

Chair Bushore also advised the representatives present that an official document needs to be presented to the Board as to their authorized spokesperson(s), and to obtain legal advice and representation as to the process of any transfer and legal requirements needed to operate a cemetery, as the Tribe does not appear to have Federal recognition to supersede State oversite.

D. Discussion/Approval of sending David to CAPC October 11th in San Louis Obispo

**After discussion on the need for Foreman Burda to attend the California Association of Public Cemeteries (CAPC) annual meeting in October, a motion was made by Trustee Ward and seconded by Trustee Hurst to send Foreman Burda and reimburse expenses for Bookkeeper Klopfer to go to the CAPC meeting in October. The motion was not passed due to 2 yes votes and 1 no vote, with Chairman Bushore voting no,**

**9. 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.

**Items to be put on the next agenda for the proposed Board Meeting of September 20, 2024 are: 1. .gov domain name 2. Maidu Cemetery Burial Protocol and Standards 3. Maintenance 1 trainee position.**

**10. Adjournment**

**A motion was made by Chairman Bushore and seconded by Trustee Ward to adjourn the meeting at 4:40 PM. The motion passed unanimously**

\* 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 September 20, 2024

**ATTEST:**

Gerald R. Bushore, Chair August 16th, 2024

THIS AGENDA WAS POSTED August 13th, 2024

ON THE NEVADA CEMETERY DISTRICT WEBSITE,

ON THE CEMETERY DISTRICT’S OFFICE EXTERIOR ENTRY BULLETIN BOARD,

AND AT THE ROOD GOVERNMENT CENTER, MAIN LOBBY BULLETIN BOARD.