



Nevada Cemetery District  
10523 Willow Valley Road  
Nevada City, CA 95959  
Phone 530-265-3461  
Nevadacemeterydistrict.com

**PUBLIC NOTICE**  
for the  
**NEVADA CEMETERY DISTRICT**  
of the  
**NOVEMBER 2024\_MONTHLY REGULAR MEETING**  
for the  
**BOARD OF TRUSTEES**  
on  
**FRIDAY, November 15th, 2024, 1:30 PM**  
at the  
**Madelyn Helling Library**  
**Gene Albaugh Community Room**  
**980 Helling Way, Nevada City, CA 95959**

---

**Meeting Minutes**

Please note the time and meeting location above.

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

**The meeting was called to order at 1:30**

**A quorum was established at 1:50**

**2. Roll call:**

Trustee Hurst  
Trustee Ward  
Trustee Zimmerman

**All members were present at the meeting at 1:50 P.M. Forman Burda, Nevada County General Council Katherine Elliot, LAFCO representative Deborah Gilcrest and Lynn Hodson from the Nevada County Executive Office were present.**

**3. 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) .

**Deborah Gilcrest from the office of LAFCO stated she will be coming to the meetings more frequently because she will be updating a service review for the District.**

#### **4. 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 may 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.

##### **A. 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, October 18, 2024, at 1:30 PM.

**Trustee Ward made a motion to approve the minutes from the October 18<sup>th</sup> Regular Board Meeting. Trustee Zimmerman seconded the motion. The motion passed unanimously.**

##### **B. Bookkeeper's Report\* Questions for Bookkeeper\***

##### **Motion to Approve – Monthly Financial Reports\***

October 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  
October Credit Card Transactions – Discussion/Approval

**The approval of the October financials was tabled until the next Board Meeting on Thursday, December 12, 2024 when the bookkeeper will be present.**

## **5. 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.

A. Review of Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.

**Forman Burda presented the Board of Trustees with his monthly report of sales.**

B. General maintenance conducted:

1. Loney-Sanford
2. Elster
3. Indian Springs
4. Deer Creek
5. Washington
6. French Corral
7. Cherokee
8. Penn Valley
9. North San Juan Protestant
10. North San Juan St. John's Catholic
11. Bloomfield-Malakoff
12. Rough and Ready
13. Clear Creek
14. Graniteville
15. New Oddfellows
16. Red Dog
17. Sweetland
18. Pleasant Valley

**Forman Burda reported clean up work at Deer Creek, New Oddfellows and Elster. He reported the Loney was being worked on right now. He reported**

before the hiring of the two new crew members, maintenance fell behind. He presented quotes on tree work for Rough and Ready. Washington Cemetery still needs to have hedges trimmed. Forman Burda reported he went to Meadow Lake to look at the cemetery. He needs to bring more iron crosses to them. He reported that Cherokee had been cleaned. The fence work has not been finished at North San Juan. Forman Burda reported he spoke to the owner of You Bet Cemetery and the owner said he would be willing to give the cemetery back to the Cemetery District. Moors Flat was addressed. Forman Burda reported he would be going to Moors Flat on Monday.

There was discussion on the bids presented to have one tree removed and limb work done at Rough and Ready Cemetery. Trustee Zimmerman expressed he had someone he could reach out to regarding the removal of the tree. If this situation appears again, he will contact his tree person. Trustee Ward asked if we were able to contact the property owners to help with the cost of clearing the debris from the trees on their property.

Trustee Zimmerman made a motion to accept the bids for the tree work on Rough and Ready Cemetery. Trustee Ward seconded the motion. The motion passed unanimously.

#### **6. 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 vacant)

Trustee Hurst reported there were two new Maintenance I employees this month. They will be reviewed at the three month mark and the six month mark.

Sick Leave Recommendation

An ad hoc committee will be established to review the issue of the sick leave policy. Trustee Zimmerman and Trustee Ward will comprise the ad hoc committee.

Finance Committee: (Trustees Ward and Hurst)

There was discussion about waiting for the bookkeeper to address some issues.

Property Committee: (Trustees Ward and vacant)

Trustee Ward will need to procure his notes for the transfer of the Redman Cemetery.

Marketing Committee: (Trustees Hurst and vacant)

**Trustee Hurst discussed changing the Ad in the Union. He will contact the Union to change the ad.**

## 7. Old Business\*

A. Continued: Bids for Fence Damage at NSJ

**Forman Burda reported he brought bids to the Board, one was selected, but it did not work out. Trustee Zimmerman may have a lead on a fence person who can provide the fence work.**

B. Continued: Discussion of Employee Handbook – No Report

**Trustee Hurst will call General Counsel to see where it was left off with Jerry.**

C. Continued: Iron Crosses Update

**Forman Burda reported he went down to Yuba College and received a bid. He approved moving forward with the making of the crosses as the cost of \$1,000 was with our budget of \$1,500.**

D. Discussion/Motion of Draft Audit for 22/23 Fiscal Year

**This was tabled until the next Board Meeting on December 12, 2024.**

## 8. New Business\*

A. Discussion of Bereavement Leave

**Bereavement Leave will be added to the ad hoc committee to discuss bereavement leave.**

B. County of Nevada District and Commission Signature Authority – Discuss/Motion and signatures of Board Members

**With the change of the board makeup a new form will be presented at the next Board Meeting on December 12, 2024.**

## 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.

Trustee Zimmerman will be sending Nevada County General Counsel Katherine Elliott his previous communications on changing the name of the district.

Trustee Zimmerman asked about the Secretary of the Board and if she was working with us. It was relayed to Trustee Zimmerman that she decided not to take the position.

Chris would like to keep discussing the issue of returning the Maidu Cemetery to tribal lands.

10. Adjournment

Trustee Zimmerman made a motion to Adjourn. Trustee Ward seconded the motion. The motion passed unanimously. The Meeting was adjourned at

\* 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 December 12, 2024, Friday

ATTEST:

  
Michael Hurst, Vice Chair

December 12th, 2024

THIS AGENDA WAS POSTED November 12<sup>th</sup>, 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.