

**PUBLIC NOTICE**  
for the  
**NEVADA CEMETERY DISTRICT**  
of the  
**July 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.

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

**2. Roll call:**

Trustee Bushore - Chairman  
Trustee Hurst  
Trustee Ward

**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 direct 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 District-Board of Trustees if an

opportunity for public input was afforded at that meeting. (Government Code Section 54954.3).

For a member of the public wanting to address items not represented on this agenda, and such item(s) having not been previously considered by the Board, and if appropriate under its authority, and the Board would like to discuss the request, the Board may add it to the agenda for the next meeting.

#### **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 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.

##### **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, June 21, 2024, at 1:30 PM.
- 2) Scheduled Meeting of the Board of Trustees the Nevada Cemetery District, as held at the Nevada Cemetery District office, on Friday, July 26, 2024, at 1:30 PM.

##### **B. Bookkeeper’s Report\***

Questions of, or for, Bookkeeper\* .

##### **Motion to Approve - Yearly Financial Reports\***

July 2024 – Fiscal Year - July 2024 June 2025)  
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

Motion to Approve - Credit Card Charges of the  
Charge Statement, July 2024

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

###### **Action Requested**

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

## **5. Chair's and Staff Report\***

This Report is for information, ideas, or questions relating to Problems, Concerns, Events or Happenings, Needs, Repairs, Projects, et al, which may then contain a Board response or direction.

Informal items or directions to 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.

B. Cemeteries Report.

1. Deer Creek
2. Elster
3. Loney-Sanford
4. Indian Springs
5. Penn Valley
6. French Corral
7. Sweetland
8. Cherokee
9. North San Juan Protestant
10. North San Juan Catholic
11. Washington
12. Other

## **6. Appointment of Standing or ad hoc Committee Reports\***

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

- A. Personnel Committee: (Trustees Hurst and Bushore)
- B. Finance Committee: (Trustees Ward and Hurst)
- C. Property Committee: (Trustees Ward and Bushore)
- D. Marketing Committee: (Trustees Hurst and Bushore)

## **7. Old Business\***

A. Review and adoption of any changes to Accounting Policies and Procedures  
(no report at this time)

B. Bids for Fence Damage at NSJ

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.

**8. New Business\***

**A. Employee Handbook Updates**

1. Discussion Paid Sick Leave Laws
2. Discussion Bereavement Leave Laws
3. Workplace Injury and Illness Prevention Program

**B. Workplace Violence Prevention Plan (WVPP}**

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

**D. Requested discussion/approval to send David to CAPC October 11, 2024 in San Louis Obispo**

**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.

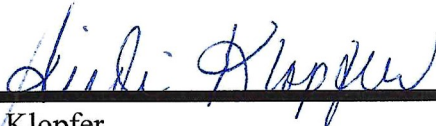
**10. Adjournment**

\* 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:**



Heidi Klopfer

08/13/2024

THIS AGENDA WAS POSTED August 13<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.