**PUBLIC NOTICE­­­**

for the

**NEVADA CEMETERY DISTRICT**

of the

**June 2024\_MONTHLY REGULAR MEETING**

for the

**BOARD OF TRUSTEES**

on

**FRIDAY, June 21st, 2024, 1:30 PM**

at the

**Madelyn Helling Library**

**Gene Albaugh Community Room**

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

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**AGENDA\***  
Please note the time and meeting location above.

1. **Board call to order - Public Session – 1:35 PM**
2. **Roll call: Trustee Hurst, Trustee Ward, Trustee Cassella, Trustee Bushore, Trustee Zimmer, Bookkeeper Heidi Klopfer and Forman David Burda 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) .

**No Memebers of the public 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, May 17th, 2024, at 1:30 PM.

**Trustee Hurst Moved approval of the Minutes of May 17, 2024. Motion was seconded by Trustee Cassella and passed with one abstention from Trustee Zimmerman.**

1. **Bookkeeper’s Report\***

**Questions for Bookkeeper\***

Motion to Approve - Financial Yearly Financial Reports\*

July 2023 - June 2024 (May 2024)

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

Charge Statement Dated April 10, 2024

**Following questions for clarification of some entries from the Bookkeeper and Chairman Bushore, Trustee Zimmerman made a motion to approve the financials for May 2024. Trustee Ward seconded the motion and carried unanimously.**

**Trustee Zimmerman moved to approve the credit card transactions from April 10th statement. Trustee Ward seconded the motion and carried unanimously.**

**C. REVIEW OF PROPOSED BUDGET FOR FISCAL YEAR 24/25**

**D.** Motion of Approval - PROPOSED BUDGET FOR FISCAL YEAR 24/25

**Following clarification of questions by the Bookkeeper, Trustee Hurst made a motion to accept the Proposed Budget For Fiscal Year 24/25 with the correction of the clothing allowance and the deletion of the Forklift Teeth. Trustee Ward seconded the motion and carried unanimously.**

**5. Chair’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. Review of Cemetery Interments, Pre-Need Sales, and Miscellaneous Income.
2. General maintenance conducted:
   1. Elster
   2. Loney-Sanford
   3. NSJ
   4. Deer Creek
   5. Washington
   6. French Corral
3. 48 States Tour Update

**Trustee Zimmerman shared where he advertised the event. Foreman Burda presented how the event will progress. Staff will be in attendance for the event.**

**6. Standing or ad hoc Committee Reports\***

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

Personnel Committee: (Trustees Cassella and Hurst)

**3:15 PM The Board went into closed session to discuss the new positions of District Manager of Operations and Deputy District Manager Accounting and Records.**

**Closed Session ended at 4:00 The personnel Committee has a few more questions for the candidates of the proposed positions.**

Finance Committee: (Trustees Cassella and Hurst)

**Trustee Cassella reported the finance committee met to go over the proposed budget for the Fiscal Year 24/25.**

Property Committee: (Trustees Cassella and Bushore)

**Trustee Bushore reported the district is looking for bids to repair fencing.**

Marketing Committee: (Trustees Hurst and Bushore) **No Report**

**7. Old Business\***

1. Review and adoption of Accounting Policies and Procedures **(no report at this time)**
2. Bids for Tree Work at NSJ – Discussion/ Possible Action
3. Bids for Fence Damage at NSJ – Discuss
4. Excavator Purchased – Informational only
5. 48 States Day – Informational only
6. Telephone allowance for Field Crew – Informational only

**8. New Business\***

1. Form#5 \_ (Burial Rights - Successor Affidavit) **\_** Approved 06/08/2017 – Informational only
2. Form #6 \_ (Release Of Interest) \_ Approved 06/08/2017 – Informational only
3. Current Rules, and Regulations – Informational only
4. General Counsel Memorandum, Transfer of interment rights – Informational only
5. New Form #6 \_ (Release Of Interest) – Discussion/ Possible Action

**Discussion ensued regarding the possibility of transferring a plot to a friend or family member.**

1. Election of Officers (Chairperson and Vice Chairperson) for the 2024-2025 fiscal year.

**Trustee Zimmerman nominated Trustee Bushore as Chairman. Trustee Hurst seconded and carried unanimously. Trustee Zimmerman nominated Trustee as Vice Chairman. Trustee Cassella seconded and carried unanimously.**

1. Thank Trustees Casella and Zimmerman for their past years of District service.

**9. Board discussion\*\***

**There was discussion of the sick leave accrual and policy between bookkeeper Klopfer and Chairman Bushore. It will be put on next month’s agenda as new business.**

**Trustee Cassella moved that we participate with LAFCO for $130.00. Trustee Zimmerman accepted and carried unanimously.**

**10. ADJOURN TO CLOSED SESSION**

I. A. Deliberations Exception

Administrative Procedures Act, (§ 11126(c)(3).)

B. CONFERENCE WITH LABOR NEGOTIATOR(S)

(Govt. Code Section 54957.6)

Agency Representative(s): Chair Bushore

Applicant Representative(s): Self, Undisclosed for requested Privacy

II. REOPEN PUBLIC SESSION

Summation of any formal action by the Board

11**. Adjournment: 4:45 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 July 19, 2024

**ATTEST:**

Gerald R. Bushore, Chair June 18th, 2024

THIS AGENDA WAS POSTED JUNE 18th, 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.