*Happy Homestead Cemetery District*

# MINUTES

##  *Meeting of the Board of Trustees*

**Zoom meeting hosted from District Office, 1261 Johnson Blvd. SLT, CA 96150**

# *July 20, 2021*

**1. Call to Order**

 Chairman Willard Ellis called the meeting to order at 9:10 a.m.; a quorum was present.

 In attendance at the meeting were Chairman Willard Ellis, Vice Chairman Doug Witt, Trustee Gary Stanton, Trustee Eric Eymann, Trustee Kelly Tillson, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, Groundskeeper Tim Rice, and District Bookkeeper Bruce Budman.

**2. Pledge to the flag**

 Pledged Allegiance

**3. Public Comment**

 None

**4. Consent Calendar**

 On a motion by Vice Chairman, Witt, seconded by Trustee Stanton, the

 Consent Calendar was unanimously accepted as presented.

 (Witt/Stanton: Unanimous).

**5. Action Items and Presentations**

1. Discussion, acceptance, and adoption of resolution, and new policies; Covid vaccination Resolution, Financial Reserves Policy, Records Retention Policy & Schedule, and Ethics Policy. – Nkala

 District Manager, Adria Nkala presented to the Board of Directors a Covid vaccination Resolution,

 Financial Reserves Policy, Records Retention Policy & Schedule, and Ethic Policy. Each Policy

 was discussed separately.

* Covid Vaccination Resolution

 Trustee Eymann voiced his concern about the resolution, he stated that he did not like the fact of

 forcing employees to be vaccinated.

* Records Retention Policy & Schedule

 Vice Chairman, Witt posed the question to District Manager, Adria Nkala, will the documents that

 are being destroyed come before the Board first?

 District Manager, Adria Nkala informed Vice Chairman, Witt, per policy all documents that are

 deemed obsolete would be place on the “Request for destruction of obsolete records” document.

 And will go to District Counsel first for approval, then to the Board.

 After discussion, the Board of Directors voted to adopt the Covid vaccination Resolution, Financial

 Reserves Policy, Records Retention Policy & Schedule, and Ethics Policy as presented.

 (Witt/Stanton: Unanimous)

1. Discussion, and approval of FY 20-21 budget adjustments – Budman/Nkala

District Bookkeeper, Bruce Budman presented to the Board of Directors a staff report, and request for budget adjustment revisions document.

District Bookkeeper, Bruce Budman explained to the Board of Directors that at year end (June 30, 2021) there are some expenditures that need more budget, and some that are over funded. Also charges for current services, account 1740 is over budget, so we are proposing and increase. He stated that as the Board knows, budgets are estimates and from time to time need to be adjusted.

District Bookkeeper, Bruce Budman also advised the Board of Directors that, the Retaining Wall project is budgeted currently for $80,000 but the project is taking longer than expected and we have only spent $3600.00. We are proposing to reduce that budget item by $76,400.

District Bookkeeper, Bruce Budman informed the Board of Directors that we have not budgeted for the Retaining Wall Project in Fiscal Year 21-22, we will come back to the Board and adjust that line item at the time of approving the bid for the project.

District Bookkeeper, Bruce Budman stated that these changes result in a savings (increase to reserves) to the District on an annual basis of $100,400. The attached budget adjustment takes the current budget reflecting a loss of $58,182 to a profit of $42,218. (See attached document “Request for budget appropriation revision)

After discussion, the Board of Directors voted to accept the budget adjustments as presented. (See attached document)

(Eymann/Witt: Unanimous)

1. Discussion, development of blocks M&N – Nkala

District Manager, Adria Nkala informed the Board of Directors that the development of blocks M&N is almost complete. Danny Olsen will be paving the walkways, and the Grounds staff will be marking the plots in the next few weeks.

District Manager, Adria Nkala stated that adding blocks M&N to the charges for services document will be an action item on the October 2021 agenda.

District Manager, Adria Nkala also expressed to the Board of Directors that Grounds Foreman, Jeff Hobby, and Groundskeeper Tim Rice have done a wonderful Job completing projects and maintaining the grounds.

1. Discussion, and update of the Retaining Wall Project – Nkala

 District Manager, Adria Nkala informed the Board of Directors that the District was waiting on a

 couple of Contractor Companies to submit their bids.

 District Manager, Adria Nkala expressed to the Board of Directors that Blaise D’Angelo stated the

 permit was issued pending a walkthrough with T.R.P.A. which should happen in the next few

 weeks.

 Chairman, Ellis instructed the District Manager, Adria Nkala to schedule a special meeting once

 the bids have been submitted.

 **6. Staff / Committee Reports – Receive & File**

1. District Manager/Clerk – Nkala

The District Manager, Adria Nkala informed the Board of Directors of the number of burials for the fiscal year, also the number of total developed available plots.

The District Manager, Adria Nkala advised the Board of Directors that the MSR (Municipal Service Review) she is working on with LAFCO’s Assistant Executive Officer Erica Sanchez has been postponed because of lack of staff in their office and will be complete in a few months when they are able to re-staff.

The District Manager, Adria Nkala stated that she is getting information on the Pontem Cemetery Mapping Program and feels that this will be a great benefit to the District, she will bring this information to the October Quarterly Board meeting.

 District Manager, Adria Nkala advised the Board of Directors that the process to make the

 additional payment to the unfunded liability, to reflect the 10-year amortization schedule has been

 started.

 District Manager, Adria Nkala expressed to the Board of Directors that she will be running a

 Happy Homestead Cemetery District Newsletter in the local internet newspaper, South Tahoe

 Now.

 District Manager, Adria Nkala informed the Board of Directors that new chairs, chair covers, and

 canopies had been purchased. The District had not upgraded this equipment in quite some time.

 District Manager, Adria Nkala spoke about the General Managers Leadership Summit that she

 attended in Squaw Valley, CA. She stated that it was a lot of good information. A portion of the

 training focused on the General Managers role in performance evaluations, Job Descriptions,

 and step increases. Our District adopted new job descriptions, but did not put step increases in

 place.

 The District Manager expressed her desire to work with the Bookkeeper, Bruce Budman,

 and the Financial Committee, Vice Chairman, Doug Witt, and work on a policy for step increase

 for the District Manager, and Ground Foreman positions. The District Manager will bring this

 information back to the October meeting.

 The District Manager, Adria Nkala informed the Board of Directors that she will be applying for

 the California Special District Association Transparency Certificate.

1. Ground Foreman – Hobby

 The Ground Foreman, Jeff Hobby spoke about the condition of all the shop equipment,

 he stated that everything is holding up good and he can get replacement parts for everything, but

 the Goldoni dump truck, these parts are hard to find.

 The Ground Foreman, Jeff Hobby expressed to the Board that the District property is in good

 shape, and that he is following the “Grounds Bible” that Leon Schindell left when he retired.

 The Grounds Foreman, Jeff Hobby informed the Board of Directors that he will be working on the

 front landscape. Removing the railroad ties, placing white block, and landscaping the area

 towards the driveway of the police station.

 Vice Chairman, Doug Witt voiced his concern about placing the flowers, and trees before taking

 the railroad ties out and placing the block. He would like to see the railroad ties taken out, and the

 block placed before the landscape.

 Chariman, Willard Ellis asked Grounds Foreman, Jeff Hobby if the landscaping will be disturbed

 when the railroad ties are removed, and the block placed. Ground Foreman, Jeff Hobby

 responded by stating, the landscape will not be disturbed.

 After discussion, Chairman, Willard Ellis instructed Ground Foreman, Jeff Hobby to bring back

 information regarding replacement of the Goldoni dump truck, so that we would be prepared if we

 need to replace the equipment.

 Chairman, Willard Ellis also instructed the Grounds staff to replace the railroad ties, and place the

 block first, and then continue with the landscaping of the front of the cemetery.

 D. Bookkeeper – Budman

 No report (District Bookkeeper gave his report under action item 5B)

 **7. Closed session – PUBLIC EMPLOYEE PERFORMANCE**

At approximately 10:20 a.m. the Board recessed into closed session concerning:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)

Title: Interim District Manager.

**8**. **Report out of Closed Session**

The Board of Directors completed Interim District Manager, Adria Nkala’s annual employee

 evaluation. Chairman, Willard Ellis thanked the staff for doing such a wonderful job.

.

**9.** Questions or Comments by Trustees

**10. Adjournment**

 Meeting adjourned at 10:45 a.m.

 Adria Nkala, Clerk of the Board

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 10/20/20 – Regular Meeting Location TBD – 9:00 a.m.

Wednesday, 01/19/22 – Regular Meeting Location TBD – 9:00 a.m.