

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

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

January 19, 2022

1. Call to Order

Chairman Willard Ellis called the meeting to order at 9:06 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, and District Bookkeeper Bruce Budman. Absent were Groundskeeper Tim Rice.

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

On a motion by Vice Chairman, Witt, seconded by Trustee Tillson, the Consent Calendar was unanimously accepted as presented.
(Witt/Tillson: Unanimous).

5. Action Items and Presentations

A. Presentation, discussion, and acceptance of FY 20-21 Annual Audit – Bain

The District Auditor, Larry Bain presented to the Board of Directors a final draft of the District's FY 20-21 Annual Audit.

District Auditor, Larry Bain stated that the District's reorganization showed a significant savings, and he saw no problem with the organization operating properly with the reduction of staff.

After discussion, the Board of Directors voted to accept the fiscal year 20-21 annual audit as Presented.
(Stanton/Witt: Unanimous)

B. Discussion, and acceptance of midyear budget appropriations – Budman/Nkala

District Bookkeeper, Bruce Budman presented the Board of Directors with a staff report including a list of budget appropriations.

District Bookkeeper Bruce Budman expressed to the Board of Directors that after applying all of the mid-year budget appropriations the district would see an increase to the reserves in the amount of \$550.00, which would bring the total amount of reserves increased for FY 21-22 to \$40,335.

After discussion, the Board of Directors voted to accept the mid-year budget appropriations as presented. (See attached document)
(Eymann/Stanton: Unanimous)

C. Discussion, and presentation of Fiscal Year 22-23 Proposed Budget – Budman/Nkala

District Bookkeeper, Bruce Budman presented to the Board of Directors the proposed fiscal year 22-23 budget.

District Bookkeeper, Bruce Budman informed the Board of Directors that the proposed budget, which includes a \$50,000 Capital Project reflects a decrease in reserves in the amount of \$18,518.

After discussion, the District Manager, Adria Nkala will bring the fiscal year 22-23 proposed budget back to the April Board meeting to be adopted.

D. Discussion, on retaining wall project – Nkala/D'Angelo

District Manager, Adria Nkala presented to the Board of Directors a staff report, and a picture of the retaining wall project, slope design.

District Manager, Adria Nkala expressed to the Board of Directors that after an unsuccessful bidding process she would like Happy Homestead Cemetery to take on the retaining wall project, using our Districts work force.

Civil Engineer, Blaise D'Angelo spoke to the Board of Directors about the T.R.P.A. permit, he stated that he was on good terms with the T.R.P.A. and that switching the permit to allow the District to use its own workforce should not be a problem.

Civil Engineer, Blaise D'Angelo stated that he would go back to the T.R.P.A. and move forward with permitting and setting up the walkthrough.

Civil Engineer, Blaise D'Angelo stated that he and District Grounds Foreman, Jeff Hobby will get together to do a walkthrough of the project area, and create a plan for temporary erosion control to be in place prior to the T.R. P.A. walkthrough.

Board Trustee, Eric Eymann posed a question regarding buying brick, and supplies now to save Cost.

District Grounds Foreman, Jeff Hobby spoke about his plans for the project, Civil Engineer, Blaise D'Angelo stated that he agrees, and it is a good, structured plan for the project.

After discussion, the Board of Directors voted to move forward with the retaining wall project using the districts workforce. The Board of Directors instructed the District Bookkeeper, Bruce Budman

to move 10,000 into budget account 6020 capital projects, to be used to buy supplies for the retaining wall project.
(Witt/Stanton: Unanimous)

E. Discussion, and possible action on Blocks M & N, and Blocks F & H – Nkala

District Manager, Adria Nkala informed the Board of Directors that Blocks M & N were marked, mapped, and ready to be placed on the charges for current services document. There will be one row of upright marker plots, and the rest will be flat marker plots.

District Manager, Adria Nkala proposed to the Board of Directors to only open Block M, and hold off opening Block N until needed.

District Manager, Adria Nkala expressed to the Board of Directors that Blocks F & H have plots that are on the fence line near the street, these plots are difficult to sell, and has been for the last 10 years.

District Manager, Adria Nkala is requesting that the district put in place a 15% discount on plot only for the plots on the fence line in Blocks F & H, so that they may sell faster.

District Manager, Adria Nkala is also proposing to open Block M on July 1, 2022, that will give the District time to sell plots out of H & L.

After discussion, the Board of Directors voted to open Block M for sale on July 1, 2022.

\$500.00 will be added to the plot only on the charges for current services document for Block J & M.

Block J effective immediately and Block M starting July 1, 2022.

Plots in Block H on the fence line will have a discount of 25% on the plot only.

The new block Meadow View will be open and available as of January 19, 2022, they will be price the same as an in-ground cremation plots.

(Witt/Eymann: Unanimous)

6. Staff / Committee Reports – Receive & File

A. District Manager/Clerk – Nkala

The District Manager, Adria Nkala presented the Board of Directors with a staff report, and 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 she wrote an article that will be published in the Public Cemetery Alliance Newsletter. The article was on the importance of vehicle maintenance, the affects of Wintery conditions at the district, and how well Grounds Foreman, Jeff Hobby has cared for the aging District equipment.

District Manager, Adria Nkala informed the Board of Directors that district will be replacing the

arbors this spring throughout the cemetery.

District Manager, Adria Nkala advised the Board of Directors that California Special District Association will be offering virtual Governance webinars the first part of 2022, between February and May, and she would like staff and the Board to be able to take these courses.

There is also a seminar Governance Foundation in Sacramento March 22, 2022, SDLA in Napa in September, and Board Secretary Clerk Conference in November. There is money in the budget for attendance to these conferences, and she would like to attend if the District is not to busy.

The Board of Directors authorized the attendance of the seminars and virtual workshops at the discretion of the District Manager.
(Witt/Stanton: Unanimous)

C. Ground Foreman – Hobby

The Ground Foreman, Jeff Hobby presented the Board of Directors with a staff report detailing the conditions of the grounds, and equipment.

The Ground Foreman, Jeff Hobby spoke about the large amounts of snow on the grounds from the last snowstorm, and snow removal.

D. Bookkeeper – Budman

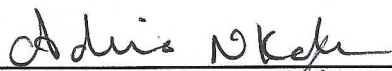
No report

7. Questions or Comments by Trustees

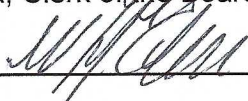
None

8. Adjournment

Meeting adjourned at 10:45 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 04/19/22 – Regular Meeting Location TBD – 9:00 a.m.

Wednesday, 07/20/22 – Regular Meeting Location TBD – 9:00 a.m.