

**HAPPY HOMESTEAD CEMETERY DISTRICT**

**MINUTES**

***Meeting of the Board of Trustees  
Zoom meeting, 1261 Johnson Blvd.  
South Lake Tahoe, CA 96150  
January 11, 2023***

**1. Call to Order**

Chairman Willard Ellis called the meeting to order at 9:07 a.m.; a quorum was present. In attendance at the meeting were Chairman Willard Ellis, Vice Chairman Doug Witt, Trustee Eric Eymann, Trustee Kelly Tillson, Trustee Gary Stanton, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, District Bookkeeper Bruce Budman. And District Auditor Larry Bain.

**2. Pledge to the flag**

Pledged Allegiance

**3. Public Comment**

None

**4. Consent Calendar**

On a motion by Trustee Eric Eymann, seconded by Trustee Gary Stanton, the Consent Calendar was unanimously accepted as presented.  
(Eymann/Stanton: Unanimous).

**5. Action Items and Presentations**

**A. Discussion, and acceptance of the FY 21/22 District Audit – Bain/Nkala/Budman**

District Auditor, Larry Bain presented the Board of Directors a copy of the final FY 21-22 District audit.

District Auditor, Larry Bain discussed the audit categorically, after discussion the Board of Directors voted to accept the FY 21-22 audit as presented.  
(Witt/Tillson: Unanimous)

**B. Discussion, and adoption of mid-year budget appropriations – Nkala/Budman**

District Bookkeeper, Bruce Budman presented to the Board of Directors a staff report, mid-year budget review for fiscal year 22-23.

After discussion, the Board of Directors voted to adopt the mid-year budget appropriations as presented. (See attached)

C. Discussion, and presentation of FY 23/24 preliminary annual budget – Nkala/Budman

District Manager, Adria Nkala, and District Bookkeeper Bruce Budman presented to the Board of Directors the FY 23/24 preliminary annual budget.

District Bookkeeper, Bruce Budman expressed to the Board of Directors a possible COLA for the staff, as inflation continues to rise.

This next fiscal year preliminary budget comes to the January Board meeting annually to be reviewed.

After discussion, the Board of Directors instructed the District Manager to bring the FY 23/24 preliminary annual budget back to the April Board meeting for discussion, and adoption.

D. Discussion, and approval of amended fee agreement/engagement letter – Legal Counsel Martin De Los Angeles

District Manager, Adria Nkala presented to the Board of Directors a document, amended fee agreement/engagement letter from Legal Counsel Martin De Los Angeles.

District Manager, Adria Nkala expressed to the Board of Directors that District Legal Counsel, Mark Velasquez from Best Best & Kreiger will no longer provide attorney services due to an emergency.

District Legal Counsel Mark Velasquez recommended Martin De Los Angeles from Best Best & Kreiger, he has experience with special district organizations.

After discussion, the Board of Directors voted to accept the amended fee agreement/engagement letter, and Legal Counsel, Martin De Los Angeles from Best Best & Kreiger as the District's Legal Counsel.

(Eymann/Witt: Unanimous)

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

A. 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 stated that the District had a Targus Safety meeting 1/5/23 "Workplace Safety".

The District Manager, Adria Nkala informed the Board of Directors that she has applied for the California Special District Association Transparency Certificate and is now awaiting a response.

B. Ground Foreman – Hobby

The District Ground Foreman, Jeff Hobby informed the Board of Directors that he is continuing to maintain the District equipment.

C. Bookkeeper – Budman

No Report

E. Financial Standing Committee – Witt


No Report

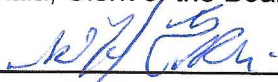
**7. Questions or Comments by Trustees**

Chairman, Willard Ellis thanked the staff for all the work they are doing.

**8. Adjournment**

The meeting was adjourned at 09:58 a.m.

  
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Adria Nkala, Clerk of the Board

  
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Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 04/17/23 – Regular Meeting, City Chambers – 9:00 a.m.

Wednesday, 07/19/23 – Regular Meeting, City Chambers – 9:00 a.m.