*Happy Homestead Cemetery District*

# MINUTES

##  *Meeting of the Board of Trustees*

 **1261 Johnson Blvd, South Lake Tahoe, CA**

# *January 25, 2024*

**1. Call to Order**

 Chairman Willard Ellis called the meeting to order at 9:32 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, 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 Trustee, Eymann, seconded by Trustee Tillson, the

 Consent Calendar was unanimously accepted as presented.

 (Eymann/Tillson: Unanimous).

**5. Action Items and Presentations**

 District Manager, Adria Nkala requested to move action item 5G up the agenda, before action item

 5A.

1. Election of Officers - Nkala

 After discussion, the Board of directors voted Chairman Willard Ellis to remain Chairman of the

 Board, and Trustee Doug Witt to be Vice Chairman of the Board.

 (Eymann/Witt: Unanimous)

1. Discussion, and acceptance of the FY 22/23 District Audit - Bain/Nkala/Budman

 District Auditor, Larry Bain presented to the Board of Directors a copy of the final FY 22/23

 Financial Statements ending June 30, 2023.

 District Auditor, Larry Bain discussed the audit categorically, after discussion the Board of

 Directors voted to accept the FY 22-23 audit as presented.

 (Witt/Stanton: Unanimous)

 District Manager, Adria Nkala requested to move action item 5F up the agenda, before action item

 5C.

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

 District Bookkeeper, Bruce Budman presented to the Board of Directors a staff report, mid-year

 budget review for fiscal year 23-24.

 After discussion, the Board of Directors voted to adopt the mid-year budget appropriations as

 presented, with the addition of District Manager, Adria Nkala’s cash out of 150 vacation hours.

 (See attached document)

(Witt/Tillson: Unanimous

1. Discussion, and presentation of FY 24/25 Annual Budget – Budman/Nkala

District Manager, Adria Nkala, and District Bookkeeper Bruce Budman presented to the Board of Directors the FY 24/25 preliminary annual budget.

This 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 24/25 preliminary annual budget back to the April Board meeting for discussion, and adoption.

1. Update T.R.P.A. BMP Certification - Nkala

District Manager, Adria Nkala informed the Board of Directors that the Best Management Practices (BMP) required for BMP Certificate #19623 – 1261 Johnson Boulevard South Lake Tahoe (APN 025-010-056). TRPA Permit BMPP2021-0004 is now closed and reflects that the property currently complies with TRPA’s BMP requirements.

Action item 5F was moved up the agenda before action item 5C.

1. Discussion, Policy & Procedure Manual Review, and possible amendment to the District’s vacation policy – Nkala/Hunt

District Manager, Adria Nkala expressed to the Board of Directors that each year she reviews the District Policy and Procedure Manual along with District Counsel, and the Board of Directors to see if any needs updating.

District Manager, Adria Nkala presented the Board of Directors a resolution to amend the vacation policy, which would allow the District employees to cash out at the employees option up to 150 hours of unused accrued vacation hours anytime throughout the fiscal year, with approval from the Board of Directors.

District Manager, Adria Nkala made the request to the Board of Directors to cash out 150 vacation hours.

After discussion, the Board of Directors voted to approve the amendment to the vacation policy and adopt the resolution.

The Board of Directors approved District Manager, Adria Nkala’s request to cash out 150 vacation hours.

As stated in the resolution the amended vacation policy adopted herewith shall become effective January 1, 2024, and the District Manager will give a copy to each employee.

 (Witt/Tillson: Unanimous)

 Action item 5G was moved up the agenda before action item 5A.

1. Discussion, Brown Act Update, Board Member Handbook – Nkala

District Manager, Adria Nkala expressed to the Board of Directors that each year she would like to provide the Board of Directors with a copy of the current Ralph M. Brown Act, and the Board Member Handbook from the California Special District Association.

District Manager, Adria Nkala provided all Board members with a copy of the Current Ralph M. Brown Act, and Board Member Handbook Electronically.

District Manager, Adria Nkala discussed some of the changes that were made to the Ralph M. Brown Act pertaining to remote meetings.

 **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 informed the Board of Directors that she will and get a

 teleconference meeting set up with the City Project Manager to discuss the ongoing project on

 Johnson Blvd.

B. Ground Foreman – Hobby

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

 maintain the District grounds, and equipment.

 The Grounds Foreman informed the Board of Directors that he has projects in the works

 across the cemetery grounds.

 C. Bookkeeper – Budman

 No report

1. Finance Standing Committee – Witt

No report

 **7. Questions or Comments by Trustees**

 No comment

 **8. Adjournment**

 Meeting adjourned at 10:30 a.m.

 Adria Nkala, Clerk of the Board

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 Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 04/17/24 – Regular Meeting Location TBD – 9:00 a.m.

Wednesday, 07/17/24 – Regular Meeting Location TBD – 9:00 a.m.