

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

City of South Lake Tahoe Chambers, South Lake Tahoe, CA

July 23, 2024

1. Call to Order

Chairman Willard Ellis called the meeting to order at 1:00 p.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 Groundskeeper Tim Rice. Absent were District Bookkeeper Bruce Budman.

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

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

5. Action Items and Presentations

A. Discussion, budget to actual, June end of fiscal year report – Nkala/Budman

District Manager, Adria Nkala informed the Board of Directors that fiscal year 23-24 had ended on June 30, 2024.

District Manager, Adria Nkala expressed to the Board of Directors that the County has not closed out all financials at this time but the County did supply the District with a soft closed report.

District Manager, Adria Nkala presented to the Board of Directors the document, budget to actual ending June 30, 2024, for review and discussion.

B. Discussion, and approval, District Manager to attend 2024 CSDA Board Secretary Clerk Conference San Diego - Nkala

District Manager, Adria Nkala expressed to the Board of Directors that she would like to attend the California Special District Associations Board Secretary/Clerk Conference in San Diego, California October 21 – October 24, 2024

District Manager, Adria Nkala spoke about the many breakout sessions, and conference Workshops designed for Special Districts that will be presented at the conference. She expressed to the Board of Directors that this would be a fantastic opportunity to be updated on current and changing legislation, and many other things like policy writing, electronic records management and more.

District Manager. Adria Nkala also informed the Board that by attending the conference she would receive 1 Certified Municipal Clerk point per four educational hours attended.

District Manager, Adria Nkala requested to attend the 2024 California Special District Association Board Secretary/Clerk Conference in San Diego, CA. October 21-24, 2024, and presented to the Board of Directors a staff report with attached District expense reimbursement policy, flyer for C.S.D.A. Board Secretary/Clerk Conference, Southwest Airlines, hotel, and enterprise rent a car price summary, and fiscal year 24-25 District budget.

District Manager, Adria Nkala also requested advance payment for hotel accommodation, plane fare, and rental car. District Manager, Adria Nkala would bring back receipts to be reimbursed for meals per District policy.

After discussion, the Board of Directors voted and approved the District Manager, Adria Nkala to attend the California Special District Association Board Secretary/Clerk Conference in San Diego October 21-24, 2024, along with advance payment in the amount of \$2169.12 for hotel accommodations, plane fare, and rental car. The Board of Directors instructed the District Manager, to bring back receipts for meals to be reimbursed per District policy.
(Witt/Eymann: 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 expressed to the Board of Directors that she applied for the California Special District of Distinction Certification, and she is awaiting approval.

District Manager, Adria Nkala spoke about the new directory board project, it is underway.

B. Ground Foreman – Hobby

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

The District Ground Foreman, Jeff Hobby expressed to the Board of Directors that Joseph Tillson reflection area top is complete.

C. Bookkeeper – Budman

No report, given as action item 5A.

C. Finance Standing Committee – Witt

No report

7. Questions or Comments by Trustees

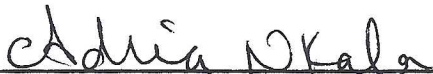
Chairman, Willard Ellis suggested that one Quarterly Board Meeting be conducted at the District in the District shop, so that the Board of Trustees can tour the property afterward.

Trustee, Eric Eymann suggested that it be the October meeting when the weather is nice, all trustees agreed.

Trustee, Kelly Tillson requested that she be notified at least 2 weeks in advance on Quarterly Board meetings, because of her work schedule. District Manager, Adria Nkala expressed that she would make sure that she has at least two weeks advance notice.

8. Adjournment

Meeting adjourned at 1:45 p.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 10/16/24 – Regular Meeting Location TBD – 9:00 a.m.

Wednesday, 01/15/25 – Regular Meeting Location TBD – 9:00 a.m.