*Happy Homestead Cemetery District*

# MINUTES

## *Meeting of the Board of Trustees*

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

# *July 11, 2023*

**1. Call to Order**

Chairman Willard Ellis called the meeting to order at 10:00 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 (Teleconference).

**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**

1. Discussion, and amendment of the District Marker Policy – Nkala

District Manager, Adria Nkala informed the Board of Directors that the District Marker Policy

needed to be amended to add the maximum height of the upright markers in the Meadow View

area.

District Manager, Adria Nkala expressed to the Board of Directors that the maximum height for the

upright markers in the Meadow area can be no higher than 47”.

District Manager, Adria Nkala presented to the Board of Directors an amended marker policy

document, with the added height dimensions for the upright markers in the Meadow View area.

After discussion, the Board of Directors voted to adopt the amended marker policy as presented.

(Eymann/Tillson: Unanimous

1. Discussion, regarding outside organizations use of the cemetery for events - Nkala

District Manager, Adria Nkala expressed to the Board of Directors the need to create a policy in

regards to outside organizations’ use of the cemetery for events.

After discussion, the Board of Trustees directed District Manager, Adria Nkala to consult with

District Counsel to create the policy.

The Board of Directors would like the policy to address the use of District property, event request

form, event agenda, rules, and guidelines, also consequences if the District rules are violated.

The Board of Directors instructed the District Manager, Adria Nkala to bring back the draft policy to

be discussed, and possibly adopted at the October Board meeting.

1. Discussion, 2023 CSDA Annual Conference & Exhibitor Showcase, Monterey California – Nkala

District Manager, Adria Nkala informed the Board of Directors that CSDA is having the 2023 Annual Conference & Exhibitor Showcase in Monterey, California August 28th through August 31st.

District Manager, Adria Nkala is requesting to attend the Annual Conference this year, she has not attended a CSDA event since 2020, District Manager, Adria Nkala stated that these conferences and events offer so much valuable information to bring back to the District.

District Manager, Adria Nkala expressed to the Board of Directors that she has completed the Special District Leadership Foundation Governance Training, and she has worked the past few years fulfilling the prerequisites to qualify for the District Transparency Certificate, which is now complete, and the application has been submitted, these certificates will be presented to her at the Annual Conference if she is able to attend.

District Manager, Adria Nkala submitted to the Board of Directors the District policy on cash advances for Attendance at Seminars, Outside Meetings and Travel. 2023 Annual Conference & Exhibitor Showcase flyer, Google maps for mileage to and from event, and the Hotel reservation summary with the discounted rate for CSDA, for a total cash advance of $1911.59. Adria Nkala stated that she would submit reimbursement for meals upon her return from the Annual Conference.

Chairman, Willard Ellis stated that these events, seminars, and educational conferences that the District Manager, Adria Nkala attends are a valuable source to keeping the District updated. She gains knowledge that goes up and down the State, and I would encourage her to continue to attend conferences and bring back the information to the District.

After discussion the Board of Directors voted to approve District Manager, Adria Nkala’s request to attend the 2023 Annual Conference & Exhibitors Showcase and approve her request for a cash advance for hotel accommodations, 5 days August 27-31, and mileage to and from the event in the amount of $1911.59.

(Stanton/Tillson: Unanimous)

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

1. District Manager/Clerk – Nkala

The District Manager, Adria Nkala informed the Board of Directors that the District just started a new fiscal year and gave 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 the snowblower had been sent to Shafer equipment for maintenance. (In Grounds Forman Report)

The District Manager, Adria Nkala stated that the District had a Targus Safety meeting 6/14/23 “Managing & Reducing Stress in the workplace”.

The District Manager, Adria Nkala informed the Board of Directors that she is awaiting a meeting

with the project manager from the underground utilities department, she wants to know what

they plan on doing regarding the retaining wall in the front landscape. Chairman, Willard Ellis

would like District Manager, Adria Nkala to pose the question of obstruction vision.

B. Ground Foreman – Hobby

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

maintain the District equipment.

The District Ground Foreman, Jeff Hobby expressed to the Board of Directors that we are getting

growth in the back yard, he has contacted Blaise D’Angelo to see how much growth TRPA wants

to see before signing off on the project.

C. Bookkeeper – Budman

District Bookkeeper, Bruce Budman gave the Board of Directors an overview of the financial

status of the District.

District Bookkeeper, Bruce Budman informed the Board of Directors that he is awaiting the profit

and loss statements from El Dorado County.

1. Finance Standing Committee – Witt

No report

**7. Questions or Comments by Trustees**

None

**8. Adjournment**

Meeting adjourned at 11:00 a.m.

Adria Nkala, Clerk of the Board

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Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 10/16/23 – Regular Meeting Location TBD – 9:00 a.m.

Wednesday, 01/17/23 – Regular Meeting Location TBD – 9:00 a.m.