

**HAPPY HOMESTEAD CEMETERY DISTRICT**

**MINUTES**

***Special Meeting of the Board of Trustees  
August 18, 2020***

**1. Call to Order and Determination of Quorum**

Chairman Willard Ellis called the meeting to order at 2:00 p.m.; a quorum was present. In attendance at the meeting were Chairman Willard Ellis, Board Secretary Doug Witt, Trustee Gary Stanton, Trustee Eric Eymann, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, and Groundskeeper Tim Rice. Absent were Vice Chairman Joseph Tillson, and District Bookkeeper Bruce Budman.

**2. Action Items and Presentations**

- a. Discussion, and possible approval of retaining wall design, colors/textures, and bid form – D’Angelou/Nkala

Civil Engineer, Blaise D’Angelo presented to the Board of Directors an Engineer’s opinion of probable cost totaling \$74,179, two block samples, and photos of various retaining walls.

Civil Engineer, Blaise D’Angelou spoke about details of the retaining wall project, including prices for the blocks, permits, fencing, and landscaping. Mr. D’Angelo stated that he will be working on permitting the project this week 8/18/2020. He will be going to the City first, and then to TRPA if needed.

After discussion, the Board of Directors voted to go with the block Basalite Straight face, color Positano.

(Stanton/Witt: Unanimous)

The motion was amended to include putting the project out to bid sometime between November 2020- January 2021 with the projected start date of the project in May.

(Stanton/Witt: Unanimous)

The motion was once again amended:

The Board voted to go with the block Basalite Straight Face, color Positano.

The project will go out to bid between November 2020 – January 2021 and start project in May 2021. Once the permits are issued, the Board will have a Special Board Meeting.

The Board of Directors approved the District Manager to make payments for permits pertaining to the retaining wall project up to \$10,000.

(Witt/Eymann: Unanimous)

- b. Discussion, and action on the rental of the City Chambers for Board meetings – Nkala.

District Manager, Adria Nkala presented to the Board of Directors a Staff Report, and Budget Appropriation document for the rental of the City Chambers for HHCD Board Meetings.

District Manager, Adria Nkala informed the Board of Director’s that the City of South Lake Tahoe has adopted a Master Fee Schedule and can no longer allow Happy Homestead Cemetery District to use the City Chambers for Board meetings free of charge. The City of South Lake Tahoe has

offered a discounted price of \$212.00 per meeting. Mrs. Nkala stated that the free alternative meeting rooms, like the Public Library, and the Community College stopped the use of their meeting rooms due to Covid-19.

The District Manager, Adria Nkala expressed to the Board of Directors that she would keep an eye out for other options and will continue to monitor the Public Library, and Community College. When they re-open she will try to book their meeting room free of charge.

After discussion, the Board of Directors voted to approve the Budget Appropriation for the rental of the City Chambers for use of Happy Homestead Cemetery District Board meetings.  
(Stanton/Witt: Unanimous)

c. Action on amendment to the June 30, 2020 Board Meeting Minutes – Nkala

The District Manager, Adria Nkala presented to the Board of Directors a staff report requesting an amendment to the June 30, 2020 Board minutes, under agenda item #2 “Receipt of Communications RE Resignation”.

The amendment would be to add the verbiage “Retroactive pay will be given, and salary will be discussed at the next Board meeting 7/13/2020”. Adding this verbiage will allow El Dorado County to approve the retro pay, as discussed at the June 30, 2020 Board meeting.

After discussion, the Board of Directors voted to amend the June 30, 2020 Board minutes, adding the verbiage “Retroactive pay will be given, and salary will be discussed at the next Board meeting 7/13/2020,  
(Eymann/Witt: Unanimous)

d. Discussion, and possible action on increase to expenditure line 4020 clothing and personal supplies. - Nkala

The District Manager, Adria Nkala presented to the Board of Directors a staff report, and Budget Appropriation document for an increase to expenditure line 4020, clothing and personal supplies.

The District Manager, Adria Nkala also presented to the Board of Directors two quotes for uniforms. One from California Custom Tee’s in the amount of \$1158.41, and a second quote from Uniformity in the amount of \$1071.87. Both Grounds employees would also get a work boot allowance of \$150.00 each.

The District Manager, Adria Nkala expressed to the Board of Directors the need for new employee uniforms. The District Policy states that new uniforms should be purchased annually, and work boots every two years. Employee uniforms have not been purchased since fiscal year 16-17.

The District Manager, Adria Nkala is requesting an increase to expenditure line 4020, clothing and personal supplies in the amount of \$1300.00 for the purchase of uniforms, and boots.



After discussion, the Board of Directors voted to move forward with the quote from Uniformity, and approve the Budget Appropriation to increase expenditure line 4020 by \$1300.00 for employee uniforms, and work boots.  
(Stanton/Eymann: Unanimous)

- e. Discussion, and approval to adjust the FY 19/20 Budget, to account for previous District Managers sick, and vacation payout – Nkala/Budman

The District Manager, Adria Nkala presented to the Board of Directors a staff report, and Budget Appropriation document to adjust the FY 19/20 Budget, to account for previous District Managers sick and vacation payout.

The District Manager, Adria Nkala expressed to the Board of Directors that there was not enough money in the FY 19/20 Budget to process this claim, so a Budget Appropriation was necessary.

After discussion, the Board of Directors voted to approve the Budget Appropriation to adjust the FY 19/20 Budget, to account for the previous District Managers sick, and vacation payout.  
(Eymann/Stanton: Unanimous)

- f. Discussion, and possible action on title change, job description, salary, and discretionary benefits for Groundskeeper/Mechanic – Nkala

The District Manager, Adria Nkala presented to the Board of Directors a staff report, salary comparison, and job description for the position of Grounds Foreman.

The District Manager, Adria Nkala expressed to the Board of Directors that Jeff Hobby will be taking on more responsibility supervising the new employee, as well as the seasonal community service workers in the Summer months. Jeff Hobby will have the option in the Winter months to call in the Groundskeeper when needed, but otherwise will be solely maintaining the property himself.

The District Manager, Adria Nkala stated that she believes it is appropriate to change the Groundskeeper/Mechanic job title, and job description to that of Grounds Foreman. Mrs. Nkala requested that in lieu of a wage increase, the District pay 100% of the Grounds Foreman's spouse's health insurance, dental, and vision coverage, the District currently pays 50% of his spouse's coverage. This change would be equivalent to a \$2.80 wage increase.

The District Manager, Adria Nkala informed the Board of Directors that this change will not add roll up benefits as a wage increase would, and will not affect his future COLA's.

After discussion, the Board of Directors voted to adopt the job description for Grounds Foreman, change the Groundskeeper/Mechanic's title to that of Grounds Foreman, and the District will pay 100% of the Grounds Foreman's spouse's health, dental, and vision insurance.  
(Witt/Stanton: Unanimous)

### 3. Adjournment

Meeting adjourned at 1:39 p.m.

  
Adria Nkala, Clerk of the Board

  
Bill Ellis, Chairman of the Board

Upcoming Calendar:

- Wednesday, 01/20/21 - Regular Meeting location, to be determined - 9:00 a.m.
- Wednesday, 04/21/21 - Regular Meeting location, to be determined - 9:00 a.m.