

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

District Office, 1261 Johnson Blvd. SLT, CA 96150

July 13, 2020

1. Call to Order

Chairman Willard Ellis called the meeting to order at 9:05 a.m.; a quorum was present. In attendance at the meeting were Chairman Willard Ellis, Board Secretary Doug Witt, Trustee Gary Stanton, Trustee Eric Eymann, Interim District Manager Adria Nkala, Groundskeeper/Mechanic Jeff Hobby, and District Bookkeeper Bruce Budman (Teleconference). Absent were Vice Chairman Joseph Tillson.

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

On a motion by Board Secretary Witt, seconded by Trustee Stanton, the Consent Calendar was unanimously accepted as presented.
(Witt/Stanton: Unanimous).

5. Action Items and Presentations

A. Presentation, discussion, and possible approval of retaining wall design – Nkala/D'Angelo

Civil Engineer, Blaise D'Angelo presented to the Board of Directors the design for the retaining wall and went over the details of the project. He stated that by doing the slope design the District would save money, and the project would open to more potential bidders.

Civil Engineer, Blaise D'Angelo informed the Board of Directors that he will go to the City first to inquire about permitting, he will also send information regarding cost, and colors/texture to Interim District Manager, Adria Nkala to Bring to the Board of Directors at the next meeting.

Civil Engineer, Blaise D'Angelo stated it will take him about a month to prepare the additional Plans, and permitting.

The District Bookkeeper, Bruce Budman informed the Board of Directors that \$137,000 is budgeted for the retaining wall project.

Chairman, Ellis expressed his desire for the retaining wall to have a natural look.

The Board of Directors informed Civil Engineer, Blaise D'Angelo that if a Special Board meeting is needed to approve the plans so that the District can move forward with the project and complete it this year, the District can have a Special meeting.

B. Discussion, and update on Lower Heavenly View Niches, OM Stone – Nkala

District Manager, Adria Nkala informed the Board of Directors that the Lower Heavenly View Niches finally made it to OM Stones Oregon office after being held up at Customs for quite some time. A representative from OM Stone will be contacting the District office to schedule installation.

District Manager, Adria Nkala, also stated that no additional fees were incurred from Customs.

C. Approval, Holiday & Employee Recognition Policy – Nkala/Velasquez

District Manager, Adria Nkala presented to the Board of Directors an amended Holiday & Employee Recognition Policy.

After discussion, the Board of Directors voted to adopt the Holiday & Employee Recognition Policy as presented.

(Stanton/Witt: Unanimous)

D. Discussion, and approval of California Census meeting, District shop 8/3 to 8/7 – Ellis

After discussion, the Board of Directors voted to allow the California Census to meet on the District property August 3, 2020 through August 7, 2020.

(Eymann/Witt: Unanimous)

E. Discussion, and acceptance of Interim District Manager wage – Ellis

The Interim District Manager presented to the Board of Directors a salary comparison, along with, a job description for the District Manager/Clerk position, both composed from the California Association of Public Cemeteries annual salary survey.

After discussion, the Board of Directors voted to accept the District Manager/Clerk job description as presented, and to pay Interim District Manager, Adria Nkala an hourly wage of \$39.80 effective immediately.

(Stanton/Witt: Unanimous)

Board Secretary, Doug Witt amended the motion to include adding retro pay, going back to July 1, 2020.

(Witt/Stanton: Unanimous)

F. Discussion, and possible approval of job title change from Groundskeeper/Mechanic to Grounds Forman, and possible approval of wage increase – Ellis

After discussion, the Board of Directors decided to table this item, and instructed the Interim District Manager, Adria Nkala to bring back additional information to the Board of Directors.

Chairman, Ellis stated that if needed, the District can schedule a Special Board meeting.

G. Discussion, and possible approval of the hiring of a Groundskeeper – Ellis

The Board of Directors were presented with a Groundskeeper job description and salary schedule, composed from information by the California Association of Public Cemeteries.

After discussion, the Board of Directors voted to have the Interim District Manager, Adria Nkala hire a Groundskeeper for the District, and accepted the Groundskeeper job description as presented.

The position would be a extra help position, May 1st through November 30th, 30 hours per week, no benefits, with an obligation to be on call for the Winter. The hourly wage would depend upon experience with the entry wage being \$16.00 per hour.
(Stanton/Eymann: Unanimous)

6. Closed session – PUBLIC EMPLOYEE PERFORMANCE

At approximately 9:55 am the Board recessed into closed session concerning:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)
Title: Interim District Manager.

Chairman, Ellis moved agenda item 6, Closed Session- PUBLIC EMPLOYEE PERFORMANCE up on the agenda, after action item D, Discussion, and approval of California Census meeting, District shop 8/3 to 8/7

7. Report out of Closed Session

The Board of Directors completed Interim District Manager, Adria Nkala's annual employee performance evaluation.

The Board of Directors voted to promote Adria Nkala to the position of District Manager.

The Board of Directors offered Interim District Manager, Adria Nkala the position, in which she accepted.

(Witt/Stanton: Unanimous)

Chairman, Ellis resumed the agenda at action item E, Discussion, and approval of Interim District Manager wage.

8. Staff / Committee Reports – Receive & File

A. District Manager/Clerk – Nkala

The District Manager informed the Board of Directors that the District received a dental dividend of \$148.00 from GSRMA.

The District Manager informed the Board of Directors that the District is currently working under the Covid-19 rules, and all the door signage is up.

The District Manager expressed that to make sure the District is segregating duties due to the number of District personnel Board Secretary, Doug Witt will be signing off on the deposit checklist, Groundskeeper/Mechanic Jeff Hobby is carrying the deposit to Bank of America, and picking up the mail from the Post office.

Chairman, Ellis would like the District to make a bank deposit every week, instead of bi-weekly.

C. Groundskeeper/Mechanic – Hobby

The Groundskeeper/Mechanic, Jeff Hobby spoke about the dump trucks mice infestation, and requested to have a dumpster put in the shop yard.

Chairman, Ellis instructed Groundskeeper/Mechanic, Jeff Hobby to bring information regarding cost etc. to the next Board meeting.

The Groundskeeper/Mechanic informed the Board of Directors that he has put sod on all our Winter graves.

The Groundskeeper/Mechanic spoke about adding a reverse pressure assembly, making it a double instead of a single, recommended for transparency.

The Groundskeeper/Mechanic informed the Board of Directors that he now has the grounds manual that Retired District Manager, Leon Schindell wrote for the District prior to retiring. It is a detailed manual for grounds operation.

D. Bookkeeper – Budman

Chairman Ellis moved item 8C, Bookkeepers staff report up on the agenda to be presented before action item B, Discussion, and update on Lower Heavenly View Niches, OM Stone.

The District Bookkeeper, Bruce Budman was not able to stay until the end of the meeting.

District Bookkeeper, Bruce Budman informed the Board of Directors on the financial status of the District, he then disconnected the call and left the meeting.

E. Finance Standing Committee – Tillson

No report

9. Questions or Comments by Trustees

Trustee, Eric Eymann asked if the tabled agenda item, amortization will be coming back to the Board of Directors.

District Manager, Adria Nkala expressed that because of Covid-19 CalPERS would not send a representative to speak currently. As soon as the guidelines are lifted, District Manager, Adria Nkala will schedule a representative to come speak to the Board of Directors regarding the amortization schedule.

10. Adjournment

Meeting adjourned at 10:47 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 10/21/20 – Regular Meeting at the City of South Lake Tahoe Chambers – 9:00 a.m.
Wednesday, 01/20/21 – Regular Meeting at the City of South Lake Tahoe Chambers – 9:00 a.m.