*Happy Homestead Cemetery District*

# MINUTES

##  *Meeting of the Board of Trustees*

 **1261 Johnson Blvd - South Lake Tahoe, CA 96150**

# *May 19, 2025*

**1. Call to Order**

 Chairman Willard Ellis called the meeting to order at 10:14 a.m.; a quorum was present.

 In attendance at the meeting were Chairman Willard Ellis, Vice Chairman Doug Witt, Trustee Eric Eymann, Trustee Gary Stanton, Trustee Kelly Tillson, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, Groundskeeper Tim Rice, and District Bookkeeper Bruce Budman.

**2. Pledge to the flag**

 Pledged Allegiance

**3. Public Comment**

 No public comment

**4. Consent Calendar**

 On a motion by Trustee, Eymann, seconded by Vice Chairman Witt, the

 Consent Calendar was unanimously accepted as presented.

 (Eymann/Witt: Unanimous).

**5. Action Items and Presentations**

1. Discussion, and adoption of HHCD FY 25/26 District Annual Budget- Nkala/Budman

 District Bookkeeper, Bruce Budman expressed to the Board of Directors that at our last meeting

 in January, we set out our proposed budget for the Board to review and express any concerns or

 make changes they would like to see. The proposed budget before you today is the same as the

 January proposal.

 The 2.5% COLA for the two permanent employees, and one part-time employee will be effective

 July 1, 2025.

 District Manager, Adria Nkala will advance to the fifth step of her five-step salary schedule

 effective 6/15/2025 FY 24-25.

 After discussion, the Board of directors voted to adopt the FY 25/26 Annual Budget as presented,

 along with the updated District Salary Schedule.

 (Witt/Stanton: Unanimous)

1. Discussion, District Policy and Procedures, and Brown Act Update, and Board Member Handbook Handout – Nkala

District Manager, Adria Nkala informed the Board of Directors that every year she, and Legal Counsel go over all policy and procedures of the district to see if any need updating.

 District Manager, Adria Nkala expressed to the Board of Directors that no district policies needed

 updating currently.

 District Manager, Adria Nkala presented to the Board of Directors a Board member handbook, and

 a copy of the Ralph M. Brown Act, she stated that every year she hands out the handbooks to

 keep the Board of Directors informed and updated.

 District Manager, Adria Nkala spoke about the upcoming mandatory AB1825 Unlawful Harassment

 Prevention, and AB1234 Compliant ethics training, she informed the Board of Directors that both

 certificates for all Board Members will be expiring in July 2025, and all Board Members will receive

 a link to both training webinars in the next week or so. District Manager, Adria Nkala asked the

 Board Members to please complete both webinars by the second week in June.

 **6.** **Closed session – PUBLIC EMPLOYEE PERFORMANCE**

* 1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code**

 **section 54957(b)(1).) Title: District Manager**

**Report out of Closed Session:**

**District Manager is doing and Outstanding job.**

 **7. 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.

 District Manager, Adria Nkala informed the Board of Directors that she was working on getting a

 quote from OM Stone to complete Heavenly View Banks 1 and 3.

 District Manager, Adria Nkala expressed to the Board of Directors that the directory board project

 is still ongoing, and Blaise D’Angelo is working on the last 15 years of input.

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

Vice Chairman Doug Witt informed the Board of Directors that all is well about the double checking and signing off on District deposits.

 **8. Questions or Comments by Trustees**

 No comment

 **9. Adjournment**

 Meeting adjourned at 10:47 a.m.

 Adria Nkala, Clerk of the Board

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 Doug Witt, Vice Chairman of the Board

Upcoming Calendar:

Wednesday, 07/14/25 – Regular Meeting Location TBD – 9:00 a.m.

Wednesday, 10/13/25 – Regular Meeting Location TBD – 9:00 a.m.