

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

District Office, 1261 Johnson Blvd. SLT, CA 96150

October 20, 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, Vice Chairman Joseph Tillson, Board Secretary Doug Witt, Trustee Gary Stanton, Trustee Eric Eymann, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, and District Bookkeeper Bruce Budman (Teleconference).

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

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

5. Action Items and Presentations

A. Discussion, and adoption of retaining wall design, and bid form – Nkala/D’Angelo

Civil Engineer, Blaise D’Angelo informed the Board of Directors that he has been working with District Manager, Adria Nkala on getting the permit ready for submittal to the City. Mr. D’Angelo stated that he will be going to the City in the next day or so, and believes that the City will approve the permit for the retaining wall project.

Civil Engineer, Blaise D’Angelo expressed to the Board of Directors that he will be working on the bid form with District Manager, Adria Nkala. Mr. D’Angelo stated that we should be ready to go out to bid in the next month or so.

Civil Engineer, Blaise D’Angelo informed the Board of Directors that he will meet with Grounds Foreman, Jeff Hobby next week, and locate drainpipes. Mr. D’Angelo spoke about his experience with drain systems, and stated that if the District needs assistance in this area, he would be happy to assist.

The Board of Directors informed Civil Engineer, Blaise D’Angelo that the Board will call for a Special Board meeting once the bid form is complete, and the permit has been approved.

- B. Adoption of the District's Conflict of Interest Code (the "code") pursuant to the Government Code section 87306 – Nkala

District Manager, Adria Nkala presented to the Board of Directors, a staff report, the Conflict of Interest Code, and resolution, which were both drawn up by District Counsel, Mark Velasquez. Mrs. Nkala stated that the Biennial Notice, and Conflict of Interest Code is updated every two years.

After discussion, the Board of Directors voted to adopt the Conflict of Interest Code, and resolution as presented.

(Stanton/Witt: Unanimous)

- C. Discussion, and acceptance of FY 20-21 Budget Adjustment – Budman/Nkala

District Bookkeeper, Bruce Budman presented to the Board of Directors a staff report, and Budget adjustment document, which reflects adjustments to employee's salary and benefits due to personnel changes.

After discussion, the Board of Directors voted to accept the Budget Adjustment as presented.

(Witt/Stanton: Unanimous)

- D. Education seminars, and virtual webinars FY 20-21 – Nkala

District Manager, Adria Nkala spoke about the upcoming webinars, and virtual seminars offered through C.S.D.A., GSRMA, C.A.P.C, and P.C.A.

District Manager, Adria Nkala informed the Board of Directors that two education scholarships Have been approved for Fiscal Year 20-21 through GSRMA, and C.S.D.A.

District Manager, Adria Nkala advised the Board of Directors that the 2021 Special District Leadership Academy will be in South Lake Tahoe September 26 through September 29, 2021. Mrs. Nkala expressed that she would like to have all the Board of Trustees attend if possible.

6. Staff / Committee Reports – Receive & File

- A. District Manager/Clerk – Nkala

The District Manager, Adria Nkala spoke about the number of available plots, and the number of burials for the fiscal year. Mrs. Nkala stated that the District has ample number of developed plots at this time.

The District Manager, Adria Nkala spoke about safety training through Targus Solutions. The District had a safety meeting on safe driving in September, and Operating Machinery in October, the District will have a safety meeting every month.

The District Manager, Adria Nkala informed the Board of Directors that the District has a new computer, and that the District computer is updated every five years. Mrs. Nkala stated that all the updates to the new computer had been completed, including the Pontem Cemetery Management software, and El Dorado Counties Fenix payroll system.

The District Manager, Adria Nkala informed the Board of Directors that the FY 19-20 Audit was scheduled for December 3rd and 4th.

The District Manager, Adria Nkala expressed to the Board of Directors that the Asphalt project, and the development of Blocks M & N had been placed on hold until May 2021.

B. Grounds Foreman – Hobby

The Grounds Foreman, Jeff Hobby spoke about prepping for Winter, and stabilizing the equipment. Mr. Hobby also spoke about getting accounts set up, so that he can get approval to purchase a lawn raker, push style blower, and electric fertilizer, which is needed for operations.

The Grounds Foreman, Jeff Hobby informed the Board of Directors that the training with Groundskeeper, Tim Rice is going well.

The Groundskeeper/Mechanic advised the Board of Directors that the Grasshopper mower had a drive line, gear box, and drive shaft mount issue, but he was able to put them back together, and has ordered parts to replace the pulleys, spindles, and belts.

The Groundskeeper/Mechanic informed the Board of Directors that the reverse pressure assembly project is now complete.

The Groundskeeper/Mechanic expressed to the Board of Directors that Clay Shay from Priority West came up and performed the annual maintenance to the lowering device. Mr. Shay informed the District that the back up lowering device is good for an emergency, but needs to be replaced, he will be keeping an eye out for a used unit.

C. Bookkeeper – Budman

The District Bookkeeper, Bruce Budman presented to the Board of Directors a budget to actual, and balance sheet. Mr. Budman stated that the District's financial state is healthy.

D. Finance Standing Committee – Tillson

No report

7. Questions or Comments by Trustees

Board Secretary, Doug Witt expressed his thanks to the staff, and stated that the staff is doing a great job.

8. Adjournment

Meeting adjourned at 10:30 a.m.



Adria Nkala, Clerk of the Board



Willard 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 at the City of South Lake Tahoe Chambers – 9:00 a.m.

