

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

Zoom meeting hosted from District Office, 1261 Johnson Blvd. SLT, CA 96150

April 20, 2022

1. Call to Order

Chairman Willard Ellis called the meeting to order at 9:00 a.m.; a quorum was present. In attendance at the meeting were Chairman Willard Ellis, Trustee Gary Stanton, Trustee Eric Eymann (teleconference), District Manager Adria Nkala, Grounds Foreman Jeff Hobby, Groundskeeper Tim Rice, District Bookkeeper Bruce Budman, and Civil Engineer Blaise D'Angelo. Absent were Trustee Doug Witt, and Trustee Kelly Tillson.

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

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

5. Action Items and Presentations

A. Election of Officers – Nkala

After discussion, the Board voted to have the current officers remain in place, Chairman Willard Ellis, and Vice Chairman Doug Witt.
(Stanton/Eymann: Unanimous)

B. Discussion, Retaining Wall Project – Nkala/D'Angelo

District Manager, Adria Nkala presented the Board of Directors with a staff report, and draft BMP Retrofit Permit. (See attached)

Civil Engineer, Blaise D'Angelo informed the Board of Directors that he has been working with a new Senior Agent at TRPA, because the past agent is no longer handling our project.

Civil Engineer, Blaise D'Angelo expressed to the Board of Directors that he expects to have a pre grade walkthrough by May 1st, and that Grounds Foreman, Jeff Hobby has all the temporary BMPs in place and we are ready to start the project.

Trustee Eric Eymann commented that he is impressed with how the project is going.

Chairman, Willard Ellis chooses to move Agenda Action Item 5 D & 5E up on the agenda.

C. Discussion, and award/approval of HHCD District Auditor Bid Proposal – Nkala/Witt

District Manager, Adria Nkala informed the Board of Directors that she went out to bid on March 18, 2022, for a District Auditor to perform the Annual District Audit FY ending 22, 23, and 24, with an additional two-year option.

District Manager, Adria Nkala presented the Board of Directors with a staff report, invoice from The Union Newspaper, copy of the classified RFP, the RFP solicitation letter, bid proposal from Larry Bain, CPA, and a copy of an email, response from the SCO. (See attached bid proposal)

District Manager, Adria Nkala expressed to the Board of Directors that she sent out six RFP letters.

The district received a bid proposal from Larry Bain, CPA, prior to the proposal due date, along with an email response from the SCO division of audit verifying that if Larry Bain, CPA is awarded the bid his rotation plan would satisfy the provision of GC 12410.6 (b) of the government code.

The district also received a bid proposal from Scott German, Fechter & Co, this bid proposal was received past the proposal due date, therefore Mr. German's bid proposal was rejected.

District Manager, Adria Nkala informed the Board of Directors that she wanted to better understand the auditor rotation requirements, which started June 30, 2021, so she consulted with District Counsel, Mark Velasquez.

After discussion, the Board of Directors voted to accept Larry Bain, CPA's bid proposal to audit fiscal years ending 22, 23, and 24 for \$7,500 per fiscal year audit. For Fiscal Years 25 & 26 the fee will go up no more than 5%.

(Eymann/Stanton: Unanimous)

D. Discussion, and approval of FY 21/22 Budget Appropriations – Nkala/Budman

The District Bookkeeper Bruce Budman presented to the Board of Directors a staff report, and budget appropriations document.

Staff expressed to the Board of Directors that the retaining wall project was moving forward quite quickly, and more funds are needed to be placed into account 6020 so that staff can purchase supplies needed for the project.

After discussion, the Board of Directors voted to accept the FY 21-22 budget appropriations as presented, and placed \$25,000 into account 6020, Capital Projects.

(Stanton/Eymann: Unanimous)

E. Discussion, and adoption of Fiscal Year 22/23 Annual Budget – Nkala/Budman

The District Bookkeeper presented to the Board of Directors a staff report, proposed budget for fiscal year 22/23, and a step increase document with the included 7% Cola for two full time employees, and one seasonal employee (see attached)

The District Bookkeeper stated that this proposed budget was the same as the one presented in January, with a few changes.

- 1.) Increase the cost-of-living adjustment for the two full time and one part time employee from 3% to 7%.
- 2.) Increase fuel expense line item 4606 to \$6,000.
- 3.) Increase Cable/Internet line item 4044 to \$4,400.
- 4.) Decrease Retaining wall project by \$25,000.
- 5.) Increase Paving project by \$20,500.
- 6.) Reduce audit line item 4305 to reflect actual cost of audit bid received.
- 7.) Reduce charges for current services revenue line item 1740 to \$145,00.

The District Bookkeeper, Bruce Budman stated that staff is recommending the Board review the proposed budget, make comments express any concerns and make any changes you feel necessary.

After discussion, the Board of Directors voted to accept the proposed fiscal year 22/23 budget as Presented, also to accept the District Employee's five step salary range with 7% COLA as presented.

The 5 step salary range will be effective immediately 4/20/2022, with each employee advancing to the next step after a satisfactory annual performance evaluation until the 5 steps are complete.

The 5-step salary schedule including the 7% Cola will go into effect on July 1, 2022.
(Stanton/Eymann: Unanimous)

F. Discussion, and review of Policy & Procedures – Nkala

District Manager, Adria Nkala expressed to the Board of Directors that every year at the April Board meeting the district reviews Policies & Procedures.

After discussion, the Board decided that no policies or procedures need to be updated at this time.

6. Staff / Committee Reports – Receive & File

A. District Manager/Clerk – Nkala

The District Manager, Adria Nkala presented the Board of Directors with a District Managers/Clerk of the Board report.

The Board of Directors viewed this report and had no questions.

C. Ground Foreman – Hobby

The Ground Foreman, Jeff Hobby presented the Board of Directors with a Grounds Foreman report.

The Board of Directors viewed this report and had no questions.

D. Bookkeeper – Budman

No report (District Bookkeeper gave his report under action item 5E)

7. Closed session – PUBLIC EMPLOYEE PERFORMANCE

At approximately 09:22 a.m. the Board recessed into closed session concerning:

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

8. Report out of Closed Session

The Board of Directors completed District Manager, Adria Nkala's annual employee evaluation. Chairman, Willard Ellis stated there was no report, and thanked the staff for doing such a wonderful job.


9. Questions or Comments by Trustees

Trustee, Eric Eymann stated that he is pleased with how things are going.

Chairman Willard, Ellis thanked everyone for all we are doing here for the community.

10. Adjournment

Meeting adjourned at 09:50 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 07/20/22 – Regular Meeting Location TBD – 9:00 a.m.
Wednesday, 10/19/22 – Regular Meeting Location TBD – 9:00 a.m.