

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

City of South Lake Tahoe Chambers, South Lake Tahoe, CA

October 19, 2023

1. Call to Order

Chairman Willard Ellis called the meeting to order at 10:06 a.m.; a quorum was present. In attendance at the meeting were Chairman Willard Ellis, Vice Chairman Doug Witt, Trustee Gary Stanton, Trustee Eric Eymann, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, District Bookkeeper Bruce Budman (Teleconference). Absent were Groundskeeper Tim Rice, and Trustee Kelly Tillson,

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

On a motion by Trustee, Eric Eymann, seconded by Vice Chairman Doug Witt, the Consent Calendar was unanimously accepted as presented.
(Eymann/Witt: Unanimous).

5. Action Items and Presentations

A. Discussion, T.R.P.A. Walkthrough Inspection – Nkala/D’Angelo/Hobby

District Manager, Adria Nkala informed the Board of Directors that Joan Douglas, T.R.P.A. BMP Coordinator had completed the final walkthrough for the retaining wall project.

Civil Engineer, Blaise D’Angelo expressed to the Board of Directors that the final walkthrough was Complete, and the District passed the inspection, however there is paperwork, photos, and cost estimation documents that he is working on that need to be submitted to Joan Douglas, T.R.P.A. BMP Coordinator.

Civil Engineer, Blaise D’Angelo spoke about the ongoing maintenance that the District will need to do annually, as outlined under the conditions in the retaining wall permit issued by the T.R.P.A.

Chairman, Willard Ellis spoke about an ongoing problem that the District has on the South East side of the Cemetery, public passing through our fence into a restricted area and partying and littering on our property. The District has taken steps to prevent vehicles going through, but

sometimes they find a way to make it through the barrier. Chairman, Willard Ellis would like to know what effect if any will this have on the District receiving the BMP Certificate. Civil Engineer, Blaise D'Angelo stated that he would pose the question to Joan Douglas, T.R.P.A. BMP Coordinator and relay the answer back to the District Manager, Adria Nkala.

Civil Engineer, Blaise D'Angelo will keep the District Manager, Adria Nkala informed on the progress to finalization.

B. Discussion, regarding outside organizations use of the cemetery for events - Nkala

District Manager, Adria Nkala presented a draft Policy "Happy Homestead Cemetery District Event Policy", and Event Application, created by District Legal Counsel, Martin De Los Angeles to the Board of Directors.

Trustee, Eric Eymann asked the question; was there a minimum on the liability insurance that the outside organization would need to carry? District Manager, Adria Nkala stated that she would ask Legal Counsel, Martin De Los Angeles to get an answer to his question.

After discussion, the Board of Directors voted to adopt the "Happy Homestead Cemetery District Event Policy" as presented.
(Witt/Stanton: Unanimous)

C. Discussion, 2023 CSDA Annual Conference & Exhibitor Showcase, Monterey California – Nkala

District Manager, Adria Nkala presented to the Board of Directors the "Happy Homestead Cemetery District Transparency Certificate, and Governance Certificate.

District Manager, Adria Nkala spoke about how much she learned at the C.S.D.A. Conference, and from the exhibitor booths, and expressed to the Board of Directors how grateful she was that she can attend these types of seminars to keep up with ongoing policy changes etc.

District Manager, Adria Nkala thanked the Board of Directors, Staff members, and Bookkeeper for all they do in their positions, to make it possible for the District to be recognized for transparency in local government.

D. Discussion, and possible adoption of CalPERS deferred compensation program through El Dorado County – Nkala

District Manager, Adria Nkala presented to the Board of Directors a packet from CalPers representative, Michael Kleczek which outlined the CalPERS 457 deferred compensation plan.

After discussion, the Board of Directors voted to adopt the CalPERS 457 deferred compensation plan and signed the resolution approving adoption of the CalPERS 457 deferred compensation plan.
(Stanton/Eymann: Unanimous)

E. Discussion, Fiscal Year 22/23 audit - Nkala

District Manager, Adria Nkala informed the Board of Directors that the FY 22/23 audit is calendared for December 5.

District Manager, Adria Nkala expressed to the Board of Directors that she has worked hard on getting the Districts documents organized and scanned into the computer for easy access and placed on backup drives, and cloud protection.

After discussion, the Board of Directors voted to not send any original documents out of the District office moving forward, and directed District Manager, Adria Nkala to send all requested documents to District Auditor, Larry Bain on a flash drive, Dropbox, email, or fax, additionally if District Auditor, Larry Bain needs to come into the office to see or get a copy of any document, he is welcomed to do so and District Manager, Adria Nkala will provide a copy of any document requested.
(Witt/Eymann: Unanimous)

6. Staff / Committee Reports – Receive & File

A. 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.

The District Manager, Adria Nkala informed the Board of Directors that she is awaiting a meeting with the project manager from the underground utilities department, she wants to know what they plan to do regarding the retaining wall in the front landscape.

B. Ground Foreman – Hobby

The District Ground Foreman, Jeff Hobby informed the Board of Directors that he is continuing to maintain the District grounds, and equipment.

The District Ground Foreman, Jeff Hobby expressed to the Board of Directors that he is pricing Out dump trailers because the dump truck has a mouse problem. He stated that the dump truck is a good truck, so we will manage for the time being, but may need to retire the dump truck in the future.

C. Bookkeeper – Budman

District Bookkeeper, Bruce Budman gave the Board of Directors an overview of the financial status of the District.

District Bookkeeper, Bruce Budman informed the Board of Directors that the District is in a good place financially.

F. Finance Standing Committee – Witt

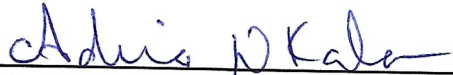
Vice Chairman, Doug Witt stated that he was pleased with the way the District was operating, and it is a pleasure to serve on the Board, and the finance committee.

7. Questions or Comments by Trustees


None

8. Adjournment

Meeting adjourned at 11:00 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

- Wednesday, 01/25/23 – Regular Meeting Location TBD – 9:00 a.m.
- Wednesday, 04/17/23 – Regular Meeting Location TBD – 9:00 a.m.