

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

City of South Lake Tahoe Chambers, SLT, CA 96150

April 17, 2023

1. Call to Order

Chairman Willard Ellis called the meeting to order at 10:05 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, Trustee Kelly Tillson (Zoom), District Manager Adria Nkala, Grounds Foreman Jeff Hobby, and District Bookkeeper Bruce Budman (Zoom).

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

On a motion by Vice Chairman, Witt, seconded by Trustee Stanton, the Consent Calendar was unanimously accepted with a correction to the 2/16/23 claim form. (Witt/Stanton: Unanimous).

5. Action Items and Presentations

A. Discussion, and adoption of FY 23-24 District Budget – Nkala/Budman

District Bookkeeper, Bruce Budman presented the Board of Directors with a staff report, revised salary schedule document, which includes a 5% cola, and final FY 23-24 District Budget.

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 with the following exception.

- Increase the cost-of-living adjustment for the two full-time and one part-time employee from 0% to 5%.
- Increase Audit & Accounting expense line item 4305 by \$1200.00, this is a \$100.00 increase bringing the Bookkeeper to \$900.00 per month.

After discussion the Board of Directors voted to accept the Districts FY 23/24 final budget as Presented, along with the new salary schedule document reflecting the two full time employee's, and one part time employee one time 5% COLA increase, effective July 1, 2023. (Witt/Tillson: 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 advised the Board of Directors that the Governor ended the State's COVID-19 State of Emergency on February 28, 2023, and AB 361 is approaching expiration on January 1, 2024.

District Manager, Adria Nkala expressed to the Board of Directors that current AB 361 rules are re-codified in AB 2449. The passage of AB 2449 and its relaxing of teleconferencing rules allows a member of a local legislative body to attend a meeting remotely due to an emergency or other reason supported by "just cause". Additionally, it is important to note that AB 2449's teleconference procedures may not be used by a member of the local legislative body for a period of more than 3 consecutive months, or 20% of the regular meetings within a calendar year.

The District Manager, Adria Nkala stated that she is getting information on the Pontem Cemetery Mapping Program and will be meeting with a representative in May.

District Manager, Adria Nkala advised the Board of Directors that the process to make the additional payment to the unfunded liability, to reflect the 10-year amortization schedule has been started, this payment will be made July 1, 2023.

District Manager, Adria Nkala expressed to the Board of Directors that she will be running a Happy Homestead Cemetery District Newsletter in the local internet newspaper, South Tahoe Now.

C. Ground Foreman – Hobby

The Ground Foreman, Jeff Hobby spoke about the challenge Winter that South Lake Tahoe experienced.

The Ground Foreman expressed to the Board of Directors that he will be working throughout the property fixing damages from the Winter season.

D. Bookkeeper – Budman

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

7. Closed session – PUBLIC EMPLOYEE PERFORMANCE

At approximately 10:20 a.m. the Board recessed into closed session concerning:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)

Title: District Manager/Clerk of the Board

8. Report out of Closed Session

The Board of Directors resumed open session at 10:49.

The Board of Directors completed District Manager/Clerk of the Board, Adria Nkala's annual employee evaluation.

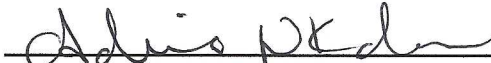
The Board of Directors approved District Manager/Clerk of the Board, Adria Nkala to advance to the third step of her five-step salary schedule.

Chairman, Willard Ellis thanked the District Manager, Adria Nkala & staff for doing such a wonderful job.

9. Questions or Comments by Trustees

10. Adjournment

The meeting was adjourned at 10:55 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 07/11/23 – Regular Meeting, South Tahoe City Chambers – 9:00 a.m.

Wednesday, 10/18/23 – Regular Meeting, South Tahoe City Chambers – 9:00 a.m.