

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

1261 Johnson Blvd, South Lake Tahoe, CA

April 25, 2024

1. Call to Order

Chairman Willard Ellis called the meeting to order at 9:32 a.m.; a quorum was present. In attendance at the meeting were Chairman Willard Ellis, Vice Chairman Doug Witt, Trustee Gary Stanton, Trustee Kelly Tillson, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, District Bookkeeper Bruce Budman. Absent were Trustee Eric Eymann, and Groundskeeper Tim Rice.

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

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

5. Action Items and Presentations

A. Discussion, and adoption of HHCD Fiscal Year 24/25 Annual budget – Nkala

Staff presented to the Board of Directors the FY 24/25 annual budget.

After discussion, the Board of directors voted to adopt the FY 24/25 Annual Budget as presented, along with the updated District Salary Schedule.

The 3% COLA for the two permanent employees, and one part time employee will be effective July 1, 2024.

The updated salary for the District Bookkeeper, Bruce Budman \$1000.00 per month will be effective July 1, 2024.

(Witt/Stanton: Unanimous)

B. Discussion, and possible approval of FY 23/24 budget amendment for District golf cart - Nkala

District Manager, Adria Nkala expressed to the Board of Directors the need for a golf cart, so that she can carry people with disabilities, and elderly customers around the cemetery to pick plots for consultations, at-need, and pre-need appointments

District Manager, Adria Nkala presented the Board of Directors a staff report, budget appropriation, and three bids for golf carts.

District Manager, Adria Nkala expressed to the Board of Director that she would like to purchase the 2019 Yamaha in the amount of \$6326.69, she chose this golf cart because of the safety gate in the back, which will be safer carrying individuals with disabilities, and the elderly.

After discussion, the Board of Directors voted to approve the purchase of the 2019 Yamaha golf Cart, with the exception that staff go to Mountain Golf and Utility Cars and test drive the golf cart. If the golf cart is acceptable District Manager, Adria Nkala has the authority to purchase the golf cart without bringing this item back to the Board of Directors.
(Stanton/Witt: Unanimous)

C. Discussion, revolving fund account at BMO Harris Bank - Nkala

District Manager, Adria Nkala expressed to the Board of Directors that Bank of the West, has been sold to BMO Harris Bank, and BMO Harris Bank will no longer honor the no fee public fund account that we have had for many years. BMO Harris Bank has been taking out service fees since November 2023 totaling \$186.17.

District Manager, Adria Nkala informed the Board of Directors that she spoke to Helen Agopo, Branch Manager, BMO Harris Bank and she changed our account to a public funds simple checking account, which will not charge fees if we keep a \$100.00 balance.

District Manager, Adria Nkala is requesting that the Board of Directors approve reimbursement of the service fees in the amount of \$186.17 to the revolving fund account, the District keeps \$1000.00 in this account.

After discussion, the Board of Directors voted to approve the reimbursement of \$186.17 for service fees taken out of the revolving fund account held at BMO Harris Bank.

The Board of Directors instructed the District Manager, Adria Nkala to place the reimbursement on a District Claim, and deposit the check of \$186.17 into the revolving fund account when received from El Dorado County.
(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 informed the Board of Directors that she has applied for the C.S.D.A. District of Distinction Award.

District Manager, Adria Nkala spoke about staff getting the property ready for the Memorial Day Event on May 27, 2024.

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 turned the water on, and so far has no serious issues.

C. Bookkeeper – Budman

No report

D. Finance Standing Committee – Witt

No report

7. Questions or Comments by Trustees

No comment

8. Adjournment

Meeting adjourned at 11:16 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 07/17/24 – Regular Meeting Location TBD – 9:00 a.m.
Wednesday, 10/16/24 – Regular Meeting Location TBD – 9:00 a.m.