

NOTICE & AGENDA

OF A MEETING OF THE BOARD OF TRUSTEES OF HAPPY HOMESTEAD CEMETERY DISTRICT

Wednesday, January 20, 2021 at 9:00 a.m.

PUBLIC PARTICIPATION INSTRUCTIONS: To comply with physical distancing requirements from the Governor, the Board Chambers will be closed to members of the public and all public participation will be handled remotely.

The public should call into 415-762-9988.

The Meeting ID: 839 2530 6318, Passcode: ac3baw.

To observe the live stream of the Happy Homestead Cemetery District's meeting go to:

<https://us05web.zoom.us/j/83925306318?pwd=ZE95NzVEbWtYNY95NVlLenREMElJvdz09>.

If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes. By participating in this meeting, you acknowledge that you are being recorded.

If you choose not to observe the Happy Homestead Cemetery District's meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on the Monday prior to the Board meeting. Please submit your comment to the Clerk of the Board at h.dist@att.net. Your comment will be placed into the record and forwarded to the Board of Trustees.

The Clerk of the Board is here to assist you, please call 530-541-7070 if you need any assistance with the above directions to access the meeting.

Happy Homestead Cemetery District

Board of Trustees Meeting

Wednesday, January 20, 2021 at 9:00 a.m.

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1. Call to Order and Determination of Quorum
 2. Pledge to the flag
 3. Public Comment - Introduction

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations (3) minutes for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-third (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

4. Consent Calendar.

The Consent Calendar contains non-controversial items, staff reports, and matters not requiring further Board Discussion for action. Any Board member, staff member, or member of the public may request an item to be removed from the Consent agenda for discussion.

| <u>Item</u> | <u>Responsible Party</u> | |
|--|--------------------------|----------------|
| A. Minutes of the Board Meeting of 10/20/2020 | Nkala | Approve |
| B. Claims since Previous Meeting | Nkala | Receive & File |

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5. Action Items and Presentations

- A. Election of Officers/Finance Standing Committee – Ellis/Nkala
- B. Presentation, and acceptance of the FY 19-20 District Audit - Bain
- C. Discussion, and acceptance, FY 20-21 mid-year budget review and appropriations – Budman/Nkala
- D. Discussion, and review of FY 21-22 Budget - Nkala/Budman
- E. Discussion, and approval to obtain an Owners Representative for Special Projects, HHCD/retaining wall update/opinion - Nkala.
- F. Discussion, and approval of amendment to the financial procedures document – Nkala
- G. Discussion, and approval of the Covid-19 prevention program policy - Nkala

6. Staff / Committee Reports – Receive & File

- A. District Manager/Clerk – Nkala
- B. Groundskeeper - Hobby
- C. Bookkeeper – Budman
- D. Finance Standing Committee – Tillson

7. Questions or Comments by Trustees

8. Adjournment

Posted on January 15, 2021



Adria Nkala, Clerk of the Board

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting. Happy Homestead Cemetery District 530-541-7070.