

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Special Meeting of the Board of Trustees

April 14, 2021

1. Call to Order and Determination of Quorum (virtual zoom meeting)

Chairman Willard Ellis called the meeting to order at 9:05 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, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, and Owners Representative James Pinocchio, absent was District Bookkeeper Bruce Budman.

2. Action Items and Presentations

- a. Discussion, approval, and action of bid packet for the retaining wall project – Pinocchio/D'Angelo/Nkala

Owners Representative, James Pinocchio presented to the Board of Directors a draft document "Contract Documents and Specifications for New Maintenance Yard Retaining Wall Project Number: 2021.1", and Advertisement Notice (Draft Only).

After discussion, the Board of Directors instructed Owners Representative James Pinocchio to add landscaping onto the contract to be bid as an alternate.

Trustee Gary Stanton would like the word "seize" be corrected to "cease" on page 112 of the document.

Chairman, Willard Ellis instructed District Manager, Adria Nkala to bring the revised Document "Contract Documents and Specifications for New Maintenance Yard Retaining Wall Project Number: 2021.1", along with the revised Retaining wall design from Blaise D'Angelo to the Regular Quarterly Board Meeting scheduled 4/21/21 for final approval.

- b. Discussion, approval, and action on amendment to the revolving fund policy, and District debit card (replacement) - Nkala.

District Manager, Adria Nkala presented to the Board of Directors the draft document "amended Revolving Fund Policy".

District Manager, Adria Nkala stated that because of the District reorganizing the Revolving Fund verbiage needed revising.


District Manager, Adria Nkala asked the Board of Directors to authorize the reissuing of a debit card on the Revolving Fund account that is held at Bank of the West. The debit card was removed when the previous District Manager, Mike Warren retired.

District Manager, Adria Nkala stated that the District does have checks, but having the debit card reissued would make it easier when needing to pay small bills necessarily incurred in the usual and ordinary conduct of the Districts business.


The Board of Directors voted to authorize the re-issuance of a debit card on the Revolving Fund account held at Bank of the west.
(Witt/Stanton: Unanimous)

3. Adjournment

Meeting adjourned at 10:00 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 07/21/21 – Regular Meeting location, to be determined – 9:00 a.m.
Wednesday, 10/20/21 – Regular Meeting location, to be determined – 9:00 a.m.