

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

Zoom meeting hosted from 1261 Johnson Blvd. SLT, CA 96150

January 20, 2021

1. Call to Order

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 Joseph Tillson, Board Secretary Doug Witt, Trustee Gary Stanton, Trustee Eric Eymann, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, District Bookkeeper Bruce Budman, District Auditor Larry Bain, and Owners Representative James Pinocchio.

2. Pledge to the flag

Pledged Allegiance

3. Public Comment

None

4. Consent Calendar

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

5. Action Items and Presentations

A. Election of Officers/Finance Standing Committee – Ellis/Nkala

Trustee, Joseph Tillson's term will expire on January 31, 2021. Mr. Tillson has chosen to not take up re-appointment.

Chairman, Willard Ellis, and District Manager, Adria Nkala thanked Mr. Tillson for his 12 years of Dedicated service as a Board Trustee with the Happy Homestead Cemetery District.

After discussion, the Board of directors voted Chairman Willard Ellis to remain Chairman of the Board, and Trustee Doug Witt to be Vice Chairman of the Board.

Chairman, Willard Ellis appointed Vice Chairman, Doug Witt to the finance committee.

The Board of Directors voted to have District Manager, Adria Nkala call and recommend Kelly Tillson to Supervisor Novasel's office for the Board vacancy.
(Stanton/Eymann: Unanimous)

B. Presentation, and acceptance of the FY 19-20 District Audit – Bain

District Auditor, Larry Bain presented to the Board of Directors the fiscal year 19-20 District Audit.

After discussion, the Board of Directors voted to accept the fiscal year 19-20 District Audit as presented.

District Manager, Adria Nkala will call CalPERS to find out the soonest a CalPERS representative can speak to the Board of Directors regarding amortization.
(Stanton/Witt: Unanimous)

C. Discussion, and approval of FY 20-21 mid-year budget review, and appropriations – Budman/Nkala

District Bookkeeper, Bruce Budman presented to the Board of Directors a staff report, and mid-year Budget appropriation revision document, which reflects adjustments to the fiscal year 20-21 budget. (see attached document)

After discussion, the Board of Directors voted to accept the Budget Appropriation revisions as presented.

(Witt/Stanton: Unanimous)

D. Discussion, and review of FY 21-22 Budget – Nkala/Budman

The fiscal year 21-22 budget document was presented to the Board of Trustees for review and discussion.

This document will come back to the Board at the April 21, 2021 Board meeting.

E. Discussion, and approval to obtain an Owners Representative for Special Projects, HHCD/retaining wall update/opinion. – Nkala/Pinocchio (Chairman moved this item up to the top of the agenda before election of officers).

District Manager, Adria Nkala is requesting approval to hire an Owners Representative to assist in Special/Construction Projects for the District and presented to the Board of Directors a Professional Services Agreement for such services, drawn up by District Legal Counsel, Mark Velasquez.

Owners Representative, James Pinocchio introduced himself, gave background information, and references to the Board of Trustees.

After discussion, the Board of Directors voted to go into contract with Mr. James Pinocchio.

District Manager, Adria Nkala gave the Board of Directors an update on the retaining wall project and expressed to the Board of Directors that an additional set of design plans depicting the slope design was needed, so the District could go out to bid with two designs.

After discussion, the Board of Directors voted to authorize payment of \$1500.00 to Civil Engineer, Blaise D'Angelo for a set of retaining wall plans, depicting a slope design.

The Board of Directors instructed District Manager, Adria Nkala to bring back all plans for the retaining wall to a special Board meeting that will be scheduled between January 29, 2021 and February 5, 2021.

(Tillson/Witt: Unanimous)

F. Discussion, and approval of amendments to the financial procedures document – Nkala

District Manager, Adria Nkala presented to the Board of Directors an amended draft of the financial procedures document.

Due to the staff reorganization, and segregation of duties the language "District Secretary" needed to be taken out and replaced with "Grounds Foreman".

After discussion, the Board of Directors voted to approve the amendments to the financial procedure document.

(Witt/Tillson: Unanimous)

G. Discussion, and approval of the Covid-19 prevention program policy – Nkala

California Assembly AB-685 COVID-19: imminent hazard to employees: exposure: notification: serious violation was approved by the Governor on September 17, 2020.

District Manager, Adria Nkala presented to the Board of Directors a draft Covid-19 prevention program policy document. After discussion, the Board of Directors voted to adopt the Covid-19 prevention program policy as presented.

(Tillson/Witt: Unanimous)

6. Staff / Committee Reports – Receive & File

A. District Manager/Clerk – Nkala

The District Manager, Adria Nkala spoke about the number of available plots, and the number of burials for the fiscal year. Mrs. Nkala stated that the District has ample number of developed plots at this time but will be looking to do a pre-bury of companion lots in the future.

The District Manager, Adria Nkala spoke about safety training through Targus Solutions. The District had a safety meeting on Covid-19 in December.

The District Manager, Adria Nkala expressed to the Board of Directors that the Asphalt project, and the development of Blocks M & N will resume in May.

B. Grounds Foreman – Hobby

The Grounds Foreman, Jeff Hobby spoke about prepping for Winter, and stabilizing the equipment.

The Grounds Foreman, Jeff Hobby informed the Board of Directors that he has started changing out valves, and when the ground thaws he will be trenching and laying conduit.

The Groundskeeper/Mechanic expressed to the Board of Directors that Clay Shay from Priority West came up and performed the annual maintenance to the lowering device. Mr. Shay informed the District that the back up lowering device is good for an emergency, but needs to be replaced, he will be keeping an eye out for a used unit.

C. Bookkeeper – Budman

The District Bookkeeper, Bruce Budman gave his report during action item C.

D. Finance Standing Committee – Tillson

No report

7. Questions or Comments by Trustees

8. Adjournment

Meeting adjourned at 10:40 a.m.



Adria Nkala, Clerk of the Board



Willard Ellis, Chairman of the Board

Upcoming Calendar:

Wednesday, 04/21/21 – Regular Meeting, location to be determined – 9:00 a.m.
Wednesday, 07/21/21 – Regular Meeting, location to be determined – 9:00 a.m.