

HAPPY HOMESTEAD CEMETERY DISTRICT

MINUTES

Meeting of the Board of Trustees

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

April 21, 2021

1. Call to Order

Chairman Willard Ellis called the meeting to order at 9:10 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, District Manager Adria Nkala, Grounds Foreman Jeff Hobby, Groundskeeper Tim Rice, District Bookkeeper Bruce Budman, District Engineer James Pinocchio, Civil Engineer Blaise D'Angelo, and C.S.D.A. Field Representative Dane Wadle.

2. Pledge to the flag

Pledged Allegiance

3. Swearing in of new trustee, Kelly Tillson – Ellis

Kelly Tillson was sworn in by Chairman, Willard Ellis

4. Public Comment

None

5. Consent Calendar

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

6. Action Items and Presentations

- A. Updates from Dane Wadle, C.S.D.A. Field Representative for HHCD. Action, Approval for District Manager, Adria Nkala to attend the General Managers Leadership Summit, Squaw Valley June 26-29. 2021 – Wadle/Nkala

Dane Wadle introduced himself to the Board of Trustees, and presented to them the C.S.D.A. "Take Action Brief Newsletter for the month of April 2021.

Dane Wadle spoke about the Covid 19 Relief Funding from the America Rescue Plan Act.

Dane Wadle also informed the Board of Trustees about scholarships, and upcoming conferences, The General Managers Leadership Summit coming in June, and the Special District Leadership Academy that is coming to South Lake Tahoe in September.

The Board of Directors approved District Manager, Adria Nkala to attend the General Managers Leadership Summit, June 26-29 in Squaw Valley.
(Witt/Stanton: Unanimous)

Chairman, Willard Ellis expressed his thanks to Dane Wadle for attending the Board meeting, and updating the Board of Trustees.

- B. Discussion approval, and action on final Retaining Wall Project design, and bid packet – Pinocchio/D'Angelo/Nkala

District Engineer, James Pinocchio presented to the Board of Trustees a revised document "Front end bid packet" and spoke about the dates to run our newspaper ad inviting bids.

Civil Engineer, Blaise D'Angelo informed the Board of Trustees of the progress he has made revising the plans and has submitted the application along with the supporting documents to the T.R.P.A. through their BMP Team, he is now awaiting the initial review.

Civil Engineer, Blaise D'Angelo spoke about ground water, drainage, and a walkthrough that he will most likely have with a representative from T.R.P.A.

Civil Engineer, Blaise D'Angelo expressed to the Board of Trustees that the past practice of the District has been to have its Consultant initiate the application to T.R.P.A. and the Contractor who is awarded the project would pull the permit, he is proposing that the District go this route with this project as well.

Civil Engineer, Blaise D'Angelo stated that he needs to add some technical specs to the plans, which should be completed by Monday April 26th, and at that point the plans will be ready to go out to bid.

After discussion, the Board of Directors voted to accept the front-end bid packet and retaining wall plans/design with the understanding that Civil Engineer, Blaise D'Angelo will be adding the technical specs to the plans.
(Stanton/Witt: Unanimous)

- C. Presentation, discussion, and adoption of the FY 21-22 District budget, along with discussion of CalPERS unfunded liability amortization – Nkala/Budman

The Board of Trustees were presented with a staff report, amortization schedule, and FY 21-22 preliminary budget,

The FY 21-22 Preliminary Budget is coming back to the Board from the January 20, 2021 Board meeting to be adopted.

District Bookkeeper, Bruce Budman informed the Board of Trustees that he, and the District Manager, Adria Nkala had a teleconference with Paul Tschida, Senior Pension Actuary from CalPERS, regarding the unfunded liability amortization schedule.

District Manager, Adria Nkala, and District Bookkeeper, Bruce Budman's recommendation to the Board of Trustees would be to not lock into the shorter time frame but make additional principal payments equal to the 10-year amortization. This will save the District \$124,095 in interest over time (but again a moving target). Our further recommendation would be to request that all future payments be allocated to the most current year first.

After discussion, the Board of Trustees voted to adopt the Fiscal Year 21-22 Preliminary Budget as presented and accepted the recommendation to not lock into the shorter time frame but make additional principal payments equal to the 10-year amortization schedule.

The motion was amended to add that all future payments be allocated to the most current year, or whichever way would save the District the most money.
(Stanton/Witt: Unanimous)

D. Discussion, and adoption of new policies; Saturday Service Policy, Rules & Regulations Policy – Nkala

District Manager, Adria Nkala presented to the Board of Trustees two documents, Saturday Service Policy, and Rules & Regulations Policy.

District Manager, Adria Nkala explained to the Board of Trustees that from time to time the District has constituents that need to do interments on Saturdays for various reasons. This policy will outline the rules for Saturday interments, and will be used as a handout for family who choose to do Saturday interments.

District Manager, Adria Nkala expressed to the Board of Trustees that the Rules & Regulations policy will also be used as a handout outlining flower rules, Holiday decoration rules, and other rules pertaining to the District property.

After discussion, the Board of Trustees voted to adopt the Saturday Service Policy, and Rules & Regulations policy as presented.
(Stanton/Witt: Unanimous)

7. 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 has a safety meeting monthly.

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.

The District Manager, Adria Nkala spoke about the pioneer cemetery, the City of South Lake Tahoe are making this a historical park and has asked HHCD to explain how markers are set, they have about 119 unknown markers.

The District Manager, Adria Nkala expressed to the Board of Trustees that she is working with Erica Sanchez from LAFCO on the current MSR.

The District Manager informed the Board of Trustees that our District website is now live.

The District Manager, Adria Nkala spoke about the upcoming Special District Leadership Academy that will be this September here in South Lake Tahoe, she stated that she would like to see the entire Board participate in that conference if it is safe to do so.

The District Manager, Adria Nkala spoke about getting the property landscaped and ready for Memorial Day. We will be replacing some arbors and benches; they will be metal so that they will hold up better through our Winters.

B. Grounds Foreman – Hobby

The Grounds Foreman, Jeff Hobby spoke about maintenance of the equipment.

The Grounds Foreman, Jeff Hobby stated that Danny Olsen would have a few patches to lay new asphalt due to the cutting of the asphalt to lay the conduit for the new sprinkler system.

The Grounds Foreman, Jeff Hobby informed the Board of Trustees that he has started changing out electric valves (25) across the property, He also has done some trenching and laying conduit.

The Groundskeeper/Mechanic expressed to the Board of Trustees that our drainage system is working, as he was turning the water on and fixing all the broken pipes, he noticed water coming out from below the retaining wall.

The Grounds Foreman expressed to the Board of Trustees that he and the District Manager, Adria Nkala revamped the vendor list, so that he can get parts for every piece of equipment in the shop now.

The Grounds Foreman informed the Board of Trustees that in the next month we will resume setting headstones throughout the property.

The Grounds Foreman stated that he received his first safety driving certificate after 5 years.

Chairman, Willard Ellis asked Ground Foreman, Jeff Hobby how long has it been since the dump truck tires has been replaced, he responded by stating he is not sure, but they have not been replaced in the five years that he has been with HHCD.

Trustee, Gary Stanton suggested that the Grounds Foreman take the dump truck to Les Schwab and check the tires.

C. Bookkeeper – Budman

No report

D. Finance Standing Committee – Witt

Vice Chairman, Doug Witt stated that everything looked good.

Vice Chairman, Doug Witt stated that the deposits/receipts have been reviewed and signed off by himself, and one other trustee, also all claims since previous meeting has two signatures as well and are included in the 4/21/21 Board meeting packet.

8. Questions or Comments by Trustees


Trustee, Eric Eymann thanked the District Manager, and District Bookkeeper for bringing the information back from CalPERS/amortization, he stated that he likes the way it is going.

Vice Chairman, Doug Witt welcomed Kelly Tillson Aboard once again.

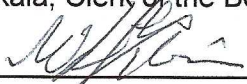
Chairman, Willard Ellis stated that one day we will be able to meet in person, but thanked Kelly Tillson for coming aboard and taking on the challenges with us.

9. Adjournment

Meeting adjourned at 10:20 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.