

Shasta Valley Cemetery District

Regular Board Meeting Minutes

September 18, 2019

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on August 21, 2019, at 9:30 a.m. The meeting location was 1312 Fairlane Rd, Yreka, CA.

Present: Trustee McNeil, Trustee Bray, Trustee Bacigalupi, Trustee Osborn, Carla Alcorn, District Office Administrator and Richard Schnepf, District Grounds Administrator

Public Present: Pat Williams, Selma Schantz, Tonjia Martin, Sheila Meamber and Father Lawrence. Tonjia Martin stated that she was upset that her mother was not buried per her wishes. She was charged extra labor but the burial was not done per her wishes. The plot capping was supposed to be cut and the cremains interred. She was very upset. She said that there was no communication about not cutting the capping. Board apologized and Rich assured her that her mother was in the right place under the capping.

Sheila Meamber asked about biannual audits and gave the Board a name and number of an Auditor that does Special Districts in this area.

Correspondence: Returned Survey Card – positive.

Approval of Minutes: Trustee Bray made a motion to approve the Minutes of the July 19, 2019. Trustee Osborn seconded the motion. Motion carried. Trustee Bacigalupi made a motion to approve the Minutes of the August 21, 2019 Board Meeting. Trustee Bray seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for August was \$7,162.47. Total Expenditures were \$14,616.55. Trustee Bacigalupi made a motion to approve the Income and Expenditures for August 2019. Trustee Osborn seconded the motion. Motion carried.

District Grounds Administrator Report: There were 7 burials in August, one full and 6 cremains. The month was spent mowing, weed eating and putting out gopher bait. Rich had a problem with a burial for Patricia Root's cremains. The plot is capped. Carla charged for the extra labor to rent the cement saw and the extra labor, but Rich did not want to cut the capping so he dug under from the top of the grave and buried the cremains that way. Rich informed the Board that he does not think that SVCD should have anything to do with cutting the capping to do burials because you never know what type of cement reinforcement was used and after cutting the capping may crack. Rich says if the family wants the capping cut then they should be the ones to do it. Rich brought up the subject of moving headstones for full burials. Sometimes he needs to move a headstone to do dig the site. He does not always put them back, especially if they are a large double headstone. Chris Girdner asked Rich why he was not putting them back if he moved them. Rich told him he does not have a way to move them back safely. Rich will call Wayne Burch.

District Office Administrator Report: Carla asked how many Trustees would be attending the Golden State Risk Management Authority Annual Training in Colusa on October 23rd and 24th. Trustee Osborn and Trustee Bacigalupi will be attending.

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Board Member & Committee Reports

Employees Administration.....Rory McNeil
Cemetery ImprovementsJim Bray & Donna Bacigalupi
Finance.....Jim Bray & Gary Freeman

Policy & ProceduresGary Freeman
Public Relations.....Donna Bacigalupi
Girdner's Liaison.....Rory McNeil

Trustee Bacigalupi made a motion to refund Tonjia Martin the \$150.00 labor fee charged for cutting capping on her plot. Trustee Bray seconded the motion.

Trustee Bray made a motion to transfer funds from the Investment Fund to Other Benefits for the PARS Retirement Fund. Trustee Osborn seconded the motion. Motion carried.

Policies & Procedures: This time is set aside for Trustees to request changes to District Policies items to be put on the next meeting Agenda.

Plot capping/cutting policy

Old Business: This time is for discussion and possible action of any unfinished business previously discussed and listed here.

1. Friends of the Cemetery update – Daralyn Reed reported on the progress of setting up the Friends of Shasta Valley Cemetery District 501 (c)3. The final documents have been drafted. The purpose of the group is to provide SVCD ownership, expansion, fundraising and organize groups to volunteer for cleanup in each cemetery. Board members are: Marsha Allen, Father Lawrence, Kelly Martin, Lisa Nixon and Carol Crebbin.

Adjournment: There being no further business, meeting was adjourned at 10:40 a.m.

Approved this date, by a vote of: Yes _____ No _____

Rory McNeil, Chairman of the Board

Date

Carla Alcorn, Board Secretary

Date