

# Shasta Valley Cemetery District

## Regular Board Meeting Minutes

### January 19, 2022

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on January 19, 2022 at 10:00 a.m. The meeting was held at 1312 Fairlane Rd, Yreka, CA

**Roll Call:** Trustee McNeil, Trustee Bacigalupi, Trustee Terwilliger, Richard Schnepf, District Grounds Administrator, Nanette Cooley, District Office Manager Trustee Osborn was absent.

**Public Present:** No public present

**Correspondence:** Survey Cards – 2 all positive.

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the December 15, 2021 Board Meeting. Trustee Terwillier seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for December was \$107,907.87 and total Expenses in December were \$43,498.51. Trustee Bacigalupi made a motion to approve the Income and Expenditures for December 2021. Trustee Terwilliger seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were 4 full burials. In 2020, there were 68 burials: 42 ashes and 26 full. In 2021, there were 78 burials: 50 ashes and 28 full. The 15 inches of snow in December brought down trees and multiply large limbs. Those are in the process of being cleaned up. The snow also caused a dozen graves to sink. Those have been fixed. The limbs and icy roads caused the gates to be shut for about a week in both Evergreen and St. Joseph’s cemeteries. St. Joseph’s reopened a couple days before Evergreen. The snow also knocked one of the cameras down. Simas Telecom has been contacted to replace the camera and install another for better coverage. A new chainsaw was purchased to replace the one stolen in November.

**District Office Administrator Report** The 2019 & 2020 audits were completed and copies were given to the Siskiyou County and State of California auditors. Nanette asked what is the limit for expenditures for the office and grounds for repairs and equipment, i.e. replacement cameras, without needing board approval. Trustee Bacigalupi made a motion to approve \$1,000.00. Trustee Terwilliger seconded the motion. Motion carried.

### Board Member & Committee Reports

**Employees Administration.....**Rory McNeil  
**Cemetery Improvements .....** Donna Bacigalupi  
**Finance.....**Matt Osborn  
**Friends of Shasta Valley Cemeteries**

**Policy & Procedures .....** Matt Osborn  
**Public Relations.....**Donna Bacigalupi  
**Girdner’s Liaison.....**Rory McNeil

Trustee McNeil spoke to Rob at Girdners about conducting the services earlier in the winter. He said he would have to ask the corporate office.

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

Prices changed for changing a single to a double niche. Trustee Terwilliger made a motion to change the fees. Trustee Bacigalupi seconded the motion. Motion carried.

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

1. Select date/s for special policy meeting. A half hour will be taken each board meeting to review policies.

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**New Business:**

- 1. The board signed transfer of funds of \$39.25 to cover sales tax.

Meeting was adjourned at 11:42 am

Approved this date, by a vote of: Yes \_\_\_\_\_ No \_\_\_\_\_

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Rory McNeil, Chairman of the Board Date

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Nanette Cooley, Board Secretary Date