

**Shasta Valley Cemetery District**  
**Regular Board Meeting Minutes**  
**October 12, 2022**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on October 12, 2022 at 10:30 a.m. The meeting was held at 1312 Fairlane Rd, Yreka, CA

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

**Public Present:** No public present

**Correspondence:** Survey Cards – 1 all positive.

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the September 21, 2022 Board Meeting. Trustee Terwilliger seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Income and expense tabled until November 16, 2022 meeting.

**District Grounds Administrator Report:** There were 10 burials in September. YTD: 2020 = 43, 2021 = 61, 2022 = 69. Cleanup took place in the cemeteries between burials. The catalytic converter was stolen from the dump truck. After the truck is repaired, it will be parked in the shop. Trustee Osborn made a motion to allow Rich to park the Dodge pickup at his house. Trustee Bacigalupi seconded the motion. Motion carried.

**District Office Administrator** Nothing to report this month.

**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

**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.

1. Green Burial Policy – Will be a case by case decision.
2. Headstone Policy – 1 headstone per plot. Single headstone: maximum size 2 ½' tall X 2 ½' wide, minimum 3" thick. Double headstone (over 2 plots): maximum size 3' tall X 5' wide, minimum 3" thick. Any variation from this must submit a drawing to the office for approval. Trustee Terwilliger made a motion to approve the headstone policy. 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. Review fee schedules – Trustee Osborn made a motion to increase fees beginning November 1<sup>st</sup> 2022. Trustee Terwilliger seconded the motion. Motion carried,

**New Business:**

1. Grade roads in Evergreen Cemetery. Trustees McNeil and Osborn will check with the city of Yreka to see if they can help with grading the roads.

**Closed session** – Nanette Cooley evaluation

Meeting was adjourned at 11:35 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