

# **Shasta Valley Cemetery District**

## **Regular Board Meeting Minutes**

### **June 16, 2021**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on June 16, 2021 at 10:00a.m. The meeting was held at 1312 Fairlane Rd, Yreka, CA

**Roll Call:** Trustee McNeil, Trustee Bacigalupi, Trustee Osborn, Trustee Terwilliger, Richard Schnepf, District Grounds Administrator, Carla Alcorn, District Office Administrator

**Public Present:** Pat Williams, Jennifer Bryan, Kelli Mooney, Kathryn Crawford – Kelli was very upset that the fencing around her mother’s plot had been removed. She had a picture board showing that she kept the plot clean. Kathryn said that because the District does not maintain the plots, she feels she should be able to have her fence on her husband’s plot also. Board explained that it is District Policy not to allow fencing due to maintenance issues. Kelli asked how she could get the policy changed.

**Correspondence:** Survey Cards – positive.

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the May 19, 2021 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for May \$14,915.70 and total Expenses in May were \$13,333.87 and a returned check in the amount of \$6,938.75. Trustee Osborn made a motion to approve the Income and Expenditures for May 2021. Trustee Bacigalupi seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were eleven burials in May, 2 full burials, 1 infant and 8 cremains. Mowing and weed eating was done wherever burials were going to be done.

**District Office Administrator Report** – A check was returned “Unauthorized.” Carla contacted the person and was told that the Power of Attorney expired when the mother passed. Estate is going through probate and we will receive a check as soon as it is finished.

#### **Board Member & Committee Reports**

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

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

Trustee Bacigalupi showed a picture of the road that was cut in behind the Old Section of Little Shasta Cemetery and the debris that was left when the ditch was cleaned out. She will ask someone to clean it up.

Board asked Carla to write an Office Manual.

**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.

Review Policies and Procedures Manual

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

There was no old business.

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**New Business:**

1. Pat Williams and Jennifer Bryan gave a presentation on the monument being made by the local Clampers to be installed at City Cemetery. Historical Society and Genealogical Society are paying for it (\$500.00 each) They have installed metal markers on 75 of the graves so far and have many more to do. Rich said he had some of the metal plates in the shop and he will give them to Jennifer Bryan.
2. COVID 19 Prevention Program Policy required by CalOSHA – Trustee Osborn requested Bob Hunt, Attorney at Law provide a COVID 19 Prevention Policy boilerplate for the District. Mr. Hunt emailed a draft. Trustee Osborn forwarded it to Carla. Carla made changes to reflect Shasta Valley Cemetery District's information, i.e. number of employees, no Manager, etc. Mr. Hunt billed SVCD \$405.00 for his time.
3. Smith & Newell Audit Engagement Letter for 2018/2019 & 2019/2020 – Chairman of the Board signed the Engagement Letter.

**Adjournment:** There being no further business, meeting was adjourned at 11:40 a.m.

**CLOSED SESSION:** 54957 – Public Employee Performance Evaluations – Grounds Administrator, Office Administrator. No action taken

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

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Rory McNeil, Chairman of the Board

Date

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Carla Alcorn, Board Secretary

Date