

# Shasta Valley Cemetery District

## Regular Board Meeting Minutes

### December 15, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on December 15, 2021 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 – 4 all positive.

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the November 17, 2021 Board Meeting. Trustee Terwillier seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for November was \$17,491.84 and total Expenses in November were \$17,586.72. Trustee Bacigalupi made a motion to approve the Income and Expenditures for November 2021. Trustee Terwilliger seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were 4 full burials and 3 cremains burials. Rich removed the stump from the storm damaged tree from Little Shasta Cemetery. The shop at Evergreen Cemetery was broken into. The door was damaged, a chainsaw was stolen and the wing window on the dump truck was broken. Golden State Risk Management Authority was contacted. The damage did not meet our deductible. Deadwood will be available after January 1<sup>st</sup> to help with cleanup.

**District Office Administrator Report** Nanette contacted GSRMA regarding being bonded. Under the Crime Bond Coverage policy, all cemetery employees are covered.

### 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 will contact Girdner's about conducting earlier services in outlying cemeteries during the winter.

**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.

There is a need for a separate policy meeting. Date and time to be determined during January 19, 2022 meeting.

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

1. 18/19 & 19/20 Draft Audit Review – Auditors Smith and Newell were contacted. Requested documents were emailed to them. Revised draft was received and is waiting Trustee Osborn's signature.
2. Policy change for flowers and decorations – Special policy meeting needed
3. Policy for number of cremains per plot in outlying cemeteries – Special policy meeting is needed

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**New Business:**

1. Terms for Trustees Bacigalupi, Terwilliger and Osborn Letters of interest to be sent to Siskiyou County Clerks Office
2. Equipment breakdowns and burial disruptions – The backhoe broke down in the process of digging a grave. Interment was delayed by a day while repairs were made. Special policy meeting is needed to discuss potential changes to burial paperwork.

Meeting was adjourned at 11 ;30 am

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

\_\_\_\_\_  
Rory McNeil, Chairman of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nanette Cooley, Board Secretary

\_\_\_\_\_  
Date