

Shasta Valley Cemetery District

Regular Board Meeting Minutes

January 20, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on January 20, 2021 at 10:07 a.m. The meeting was held by Teleconference.

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

Public Present: Daralyn Reed – Friends of Shasta Valley Cemeteries

Correspondence: Survey Cards – Carla opened and read the Survey Card (1). It was positive.

Approval of Minutes: Trustee Freeman made a motion to approve the Minutes of the December 16, 2020 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for December was \$68,768.33 and total Expenses for December were \$16,350.87. Trustee Bacigalupi made a motion to approve the Income and Expenditures for December 2020. Trustee Terwilliger seconded the motion. Motion carried.

District Grounds Administrator Report: There were six burials in December, three full and three cremains. Did some tree trimming and picking up limbs. Burned debris in Little Shasta and Edgewood cemeteries. Blew leaves out of ditches in Evergreen. Decking on the equipment trailer needs to be replaced and some welding needs to be done on the frame. Took the equipment trailer to Josh Steinhoff for welding repairs. Put caps on some of the rebar in St Joseph cemetery.

District Office Administrator Report: Erling family requested waiver of Out of District Fee for burial of infant in Little Shasta. Trustee Bacigalupi stated that Brook Erling is part of the Martin family and they own a ranch in the District. Trustee Freeman made a motion to waive the Out of District fee and reduce the Open & Close fee to \$250.00. Trustee Terwilliger seconded the motion. Motion carried. Carla informed the Board that she will be retiring in November.

Board Member & Committee Reports

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

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

Trustee Bacigalupi and Trustee Osborn suggested that Carla give the County envelopes to mail out the warrants when they are drawn.

Daralyn Reed reported that Friends of the Shasta Valley Cemeteries is composing their first letter to be sent to families that may be interested in becoming a member. Membership fee would be \$30.00 per year. The cadaver dog project has been delayed until spring. They have contacted three individuals/companies to see if they would be willing to remove dead trees/limbs in Evergreen Cemetery. So far no one has been interested.

S.V.C.D. Board Minutes

January 20, 2021

Page 2

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

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

none

New Business: Discussion and possible action of any new business.

Transfer of Funds – Board signed Transfer of funds for Miscellaneous Expenses to cover late fees on credit cards and eleven cents for round up of sales tax (2020) payable to Dept of Sales and Use Tax.

Board members will come to the office individually to the District Office to sign necessary paperwork.

Adjournment: There being no further business, meeting was adjourned at 11:03 a.m.

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

Rory McNeil, Chairman of the Board

Date

Carla Alcorn, Board Secretary

Date