

# **Shasta Valley Cemetery District**

## **Regular Board Meeting Minutes**

### **January 15, 2020**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on January 15, 2020 at 9:30 a.m. The meeting location was 1312 Fairlane Rd, Yreka, CA.

**Present:** Trustee McNeil, Trustee Freeman, Trustee Bacigalupi, Trustee Osborn, Trustee Bacigalupi, Carla Alcorn, District Office Administrator and Richard Schnepf, District Grounds Administrator

**Public Present:** Sheila Meamber, Jennifer Bryan, Pat Williams and Father Lawrence

Father Lawrence suggested an information page for insertion in the Church Bulletin. Trustee McNeil and Trustee Bacigalupi stated they will make one.

**Correspondence:** No Correspondence

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the November 20, 2019. Trustee Osborn seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for November & December was \$68,349.27 Expenses for November \$26,706.20. Trustee Freeman made a motion to approve the Income and Expenditures for November & December 2019. Trustee Bacigalupi seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were six burials in November and three burials in December, for a total of four full and five cremains. Rich spent most of November and December taking out trimming and taking out trees. Mr. Burch met with Rich concerning the curbing of his plots in Little Shasta that were put in crookedly. Nothing was resolved.

**District Office Administrator Report:** Carla reported that the PARS account had earned \$90.60 in December. Carla informed the Board of a new State law that went into effect January 1<sup>st</sup> regarding employees vs. contractors. Discussion followed on whether we could still hire Ed Steinhoff to dig graves. There is litigation ongoing on who is considered a contractor and who is not. Carla will call Bob Hunt and get clarification. Carla asked for approval on her mileage claim for December 2018 thru December 2019, in the amount of \$136.72. Board approved it.

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

**Employees Administration.....**Rory McNeil  
**Cemetery Improvements .....**Jim Bray & Donna Bacigalupi  
**Finance.....**Jim Bray & Gary Freeman

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

Board discussed closure of gates at night in Evergreen and St. Joseph. Decision was made to see if there is a local security company that would do that and what the cost would be.

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

Plot capping/cutting policy – tabled until next meeting  
Curbing & related procedures – tabled until next meeting

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

1. Agreement for Services from Smith & Newell Certified Public Accountants. Agreement was signed for Smith & Newell to perform the 2018/2019 and 2019/2020 Audit for the amount of \$8,800.00.
2. Columbarium Plaques – A new vendor is needed to make the columbarium plaques. Rich stated he was against using aluminum plaques. He suggested using Matthews International again and engraving the niche fronts in St. Joseph. Rich will get pricing on the engraving.
3. Contract for Historical Society Preservation Tours - A contract was received for 2020 Historical Society Tours. Trustee Freeman made a motion to approve the contract. Trustee Osborn seconded the motion. Motion carried.
4. To Do List – Items on the To Do List were reviewed.

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

There was no new business to discuss

**Adjournment:** There being no further business, meeting was adjourned at 10:47 a.m.

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