

Shasta Valley Cemetery District

Regular Board Meeting Minutes

October 16, 2019

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on October 16, 2019, at 9:30 a.m. The meeting location was 1312 Fairlane Rd, Yreka, CA.

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

Public Present: Doris Callison, Richard Stidham, Linda Martin, Father Lawrence, and Selma Schantz. Doris Callison stated that Shauna Wilson, owner of Twigs & Sprigs told her that she found it difficult to locate graves in Evergreen Cemetery. Doris suggested working on the signage and maps. Trustee Osborn suggested putting SVCD's maps on the website. Selma Schantz suggested the District have a public hearing about Trustee Policy. Doris asked when the District's policy for number of burials per plot changed. The policy changed December 14, 2000.

Correspondence: Returned Survey Cards – positive. Letter from Linda Martin. Linda would like to see SVCD's policy changed for Transfer of Ownership to require birth certificate to prove kinship. Carla gave the Board and Linda a copy of the section in Guide to Public Cemetery Operations that refers to transferring of ownership. Linda would also like the Board to review Transfer Fees.

Approval of Minutes: Trustee Bray made a motion to approve the Minutes of the September 18, 2019. Trustee Osborn seconded the motion. Motion carried. Trustee Freeman abstained.

Approval of Income & Expenditures: Total Income for August was \$7,162.47. Total Expenditures were \$15,165.56 (revised). Income for September was \$18,435.87. Expenses for September were \$14,576.34. Trustee Bray made a motion to approve the Income and Expenditures for August & September 2019. Trustee Osborn seconded the motion. Motion carried.

District Grounds Administrator Report: There were 14 burials in September, one full and 13 cremains. The month was spent mowing and weed eating between burials. Water has been turned off in Evergreen. With the first burial in the expanded section of New Southwest, Rich discovered it is shale rock. Trustee Bray suggested having Ed Steinhoff dig the burials if the location is hard on equipment. Rich reported that there was vandalism in Evergreen, October 11th. Someone spray painted two headstones, one capped plot and a couple of trees. He cleaned up the headstones and capping. He sprayed over the paint on the trees. Rich suggested video cameras in Evergreen. Discussion followed on types of cameras. Doris Callison commented that there are people who live next to Evergreen Cemetery that would allow surveillance cameras from their property.

District Office Administrator Report: Carla reported that the Transfer of Funds to PARS was completed on October 11th. The new website for SVCD is now online. The address is svcd-ca.com. Carla will get training on how to change/add items on the site. Carla asked the Board if they were aware there was going to be a Cemetery Tour, put on by the Historical Society on Halloween. Board said they were not aware. Board requested Carla get a Certificate of Insurance from the Historical Society showing SVCD as additional insured. Girdner's North Country Memorials is raising the price of engraving on the Scatter Garden tablets to \$150.00. Board decided to make the engraving optional and reduce the Endowment Fee to \$50.00. Bronzecraft Memorials will no longer make our niche plates. They cannot make them the correct size; therefore we need to find another source of niche plates. We can try Cliff's Trophies and Siskiyou Laser.

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Board Member & Committee Reports

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

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

Trustee Bray and Trustee Freeman are working on the maintenance survey for the District.
Trustee Freeman and Trustee Osborn will look at Policy & Procedure for Transfer of Burial Rights.

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

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

There was no old business to discuss

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

1. Transfer of Funds – Trustee Bray made a motion to transfer \$25,000.00 from Contingency Funds to Special Departmental Expenses. Trustee Freeman seconded the motion. Motion carried.

Adjournment: There being no further business, meeting was adjourned at 10:57 a.m.

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

Rory McNeil, Chairman of the Board Date

Carla Alcorn, Board Secretary Date