

# **Shasta Valley Cemetery District**

## **Regular Board Meeting Minutes**

### **May 16, 2019**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on May 16, 2019, at 9:32 a.m. The meeting location was 1312 Fairlane Rd, Yreka, CA.

The Board welcomed new Trustee, Matt Osborn.

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

**Public Present:** Sheila Meamber, Dorris Callison, Selma Shantz, Jan Osborne and Pat Williams

Doris Callison asked if the Board would be open to having a college graduate experienced in Personnel to volunteer. Board replied that the person could volunteer with Friends of the Cemetery.

**Correspondence:** Returned Survey Card – positive, with suggestion to have a private meeting room.

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the April 17, 2019 Board Meeting. Trustee Bray seconded the motion. 3 Ayes, 1 Abstain. Motion carried.

**Approval of Income & Expenditures:** Total Income for April was \$49,609.84. Total Expenditures were \$22,580.78. Trustee Bray made a motion to approve the Income and Expenditures for April 2019. Trustee Bacigalupi seconded the motion. 3 Ayes, 1 Abstain. Motion carried.

**District Grounds Administrator Report:** There were two cremains and one full burial in April. Lisa Bray requested permission to remove a large pine tree next to property line in the upper part of the Eagles Section. Rich said it is a healthy tree but messy with the pine needles and cones falling all the time. Trustee Bacigalupi made a motion to allow the removal of the tree as long as the Bray's pay for the removal. Trustee Osborn seconded the motion. 3 Ayes, 1 Abstain. Motion carried. Rich said he has told the Sheriff's Department that they cannot bring their crew in to cleanup in the Veteran Section anymore. They removed the survey stakes he and Jim had just reinstalled a week ago. Rich has a problem with where the Clampers want to put the historical marker in City Cemetery. He does not want in the road that goes up the hill. Board discussed and agreed that it should be somewhere by the gate so that the disabled would be able to view it also. Rich checked on the status of a flagpole from the Veteran's Commission. They have not ordered the new one to replace the one in St. Joseph yet. Rich asked if it was OK to claim the overtime hours he has put in doing cleanup of Evergreen. Board agreed that he could.

**District Office Administrator Report:** Carla reported that she had called Pat Vela to discuss getting a proposal to build a web page for the District. Trustee Osborn said that he could do that for the District at no charge and he could teach Carla how to change information on it. Board agreed that District should use Shasta Valley Cemetery District as a Domain name. Website needs to be up and running by January 1, 2020. Carla called Patti Foulke per the Board's request to find out why the name was changed from Foothill Cemetery to City Cemetery. Patti said she did not remember why. Selma Schantz said she had an article from Mrs. Meamber showing that it had been called named City Cemetery in the past and that is why it was renamed City Cemetery. Selma will bring the article to the next Board meeting. Carla placed a request for volunteers on Facebook's Siskiyou County Grapevine. There has been no response. County Counsel gave Carla verbal approval for the PARS Resolution. Carla requested that the PARS Resolution be added to the Agenda. Motion was made by Trustee Bray to add item for PARS Resolution be added to Old Business, Item 3. Trustee Bacigalupi seconded the motion. Motion carried.

## S.V.C.D. Board Minutes

May 16, 2019

Page 2

### 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

Trustee Bacigalupi reported that she had finally gotten all of the homeless camps off of her property adjacent to St Joseph Cemetery. She and her husband put some fencing near the gate on the south end of St. Joseph to prevent foot traffic going through that way. The YMCA will be also be installing a fence around their property on the north side of the cemetery.

Trustee Bray reported that he had begun working on the survey for contracting out burials, weed control, equipment and routine maintenance.

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

Obtain bids on equipment repairs. – Carla commented that when the equipment breaks down there is no time to get bids because it needs to be fixed immediately to finish preparing a site for burial.

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

1. Friends of the Cemetery – still in process of getting 501(c) 3 paperwork done.
2. Change of name for City Cemetery – Pat Williams stated that it was called City Cemetery earlier in its history. It had also been called Foothill Cemetery, and Pauper Cemetery
3. Resolution 05222019 – Resolution to invest with PARS for Unfunded Liabilities – tabled. Will revisit at Special Meeting on 05/22/19.

### New Business:

1. 2019/2020 SVCD Budget – tabled until Special Meeting on 05/22/2019

**Adjournment:** There being no further business, meeting was adjourned at 10:37 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