

## **Shasta Valley Cemetery District**

### **Regular Board Meeting Minutes**

### **August 21, 2019**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on August 21, 2019, at 9:35 a.m. The meeting location was 1312 Fairlane Rd, Yreka, CA.

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

**Public Present:** Sheila Meamber and Patricia Healy There was no public comments

**Correspondence:** Returned Survey Cards – positive. Letters from James Ritchey and Jim and Barbara Darrough.

**Approval of Minutes:** Minutes of the June 19, 2019 Board Meeting were tabled until September Board Meeting

**Approval of Income & Expenditures:** Total Income for June & July was \$23,739.90. Total Expenditures were \$38,308.72. Trustee Bacigalupi made a motion to approve the Income and Expenditures for June & July 2019. Trustee Bray seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were 8 burials in June and 7 burials, 1 disinterment and re-interment in July for a total of 13 cremains and 3 full burials. The month of June was spent doing burials and cleanup of outlying cemeteries. There is no water to the New Southwest Section due to a broken pipe. Not sure when Rich will have time to fix it if the Board wants it fixed. There a couple of dead trees in Little Shasta and Evergreen that will need to be taken down. Rich can remove most of them himself in the fall. Rich has been applying gopher bait as he finishes cleanup in the outlying cemeteries.

**District Office Administrator Report:** Carla reported that she had contacted three different vendors to see what they would charge to build a website and train Carla on how to maintain the website. Only PC Services gave a proposal. IT Mountaineer never responded to the email that was sent and Huffman Computers said he did not build websites. Carla requested the Board approve PC Services proposal. Trustee Bacigalupi made a motion to accept the proposal from PC Services. Trustee Bray seconded the motion. Motion carried. Carla called a few accounting offices in Chico, Redding and Mt Shasta to see if they would be interested in doing the District's Audits. Only one responded, but said they did not have the time to do it. Special District Audits are very time consuming and because we are a member of Cal PERS there is a GASB 68 requirement that goes along with the Audit which makes it more complicated. Board requested that Carla write a letter to the County Board of Supervisors requesting that SVCD be allowed to do biannual audits to save costs. The Board will sign the letter when completed. Carla did some research on Bios Urn for the Board. Board was interested in possibly using them in the expanded section of New Southwest. Trustee Bacigalupi will check with some other cemetery districts to see if they have used the Bios Urns. Golden State Risk Management Authority's Annual Training Days will be October 23<sup>rd</sup> & 24<sup>th</sup>. It will be held at the Colusa Casino. Carla researched Prop 68 to see if funds were still available through California Natural Resources Agency. They are no longer accepting applications. All funds have been designated and will be awarded in September. The Catholic Church reached out to see if the District wanted to put an ad in the Church Bulletin at a cost of \$21.00 a month. Board declined.

**S.V.C.D. Board Minutes**  
**August 21, 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

Letter from James Ritchey requesting permission to put a headstone on his grandmother's grave. Her name is Mary Caylor. She was interred in 1967. Discussion followed on why there didn't need to be a transfer of ownership. Carla explained that there would be no future burials so there was no need for a transfer of ownership. Trustee Bray made a motion to waive the transfer of ownership fee and allow the headstone to be installed. Trustee Bacigalupi seconded the motion. Motion carried.

**Policies & Procedures:** This time is set aside for Trustees to request changes to District Policies 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.

1. Friends of the Cemetery update – tabled
2. Resolution 08212019- Trustee Bray made a motion to approve Resolution 0821219 moving funds from the Investment Account with the County to Public Agency Post Employment Retirement Trust administered by Public Agency Retirement Services (PARS). Trustee Bacigalupi seconded the motion. Motion carried.
3. 2019/2020 Budget Approval – Trustee Bray made a motion to approve the 2019/2020 Budget. Trustee Bacigalupi seconded the motion. Motion carried.

**New Business:**

1. Election of Board Officers. Trustee Bacigalupi made a motion to keep the current Board Officers the same. Rory McNeil, Chairman and Donna Bacigalupi, Vice Chairman. Trustee Bray seconded the motion. Motion carried.

**Adjournment:** There being no further business, meeting was adjourned at 10:40 a.m.

**Closed Session: Employee Performance Review** – Richard Schnepf, District Grounds Administrator

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