

Shasta Valley Cemetery District
Regular Board Meeting Minutes
May 19, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on May 19, 2021 at 10:02a.m. The meeting was held at 1312 Fairlane Rd, Yreka, CA

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

Public Present: none

Correspondence: Survey Cards – none. Greeting card from Patricia Foulke.

Approval of Minutes: Trustee Bacigalupi made a motion to approve the Minutes of the April 21, 2021 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for April \$59,956.14 and total Expenses in April were \$15,047. Trustee Osborn made a motion to approve the Income and Expenditures for April 2021. Trustee Bacigalupi seconded the motion. Motion carried.

District Grounds Administrator Report: Bill Fischer from Mt Shasta Memorials called and asked Rich if he could dig graves for them while their employee is out with a broken arm. Discussion on how this would benefit the District? We have a contractor who will open and close graves if Rich is on vacation. Trustee Freeman suggested a Memorandum of Understanding laying out responsibilities/liabilities. Trustee McNeil said she will speak with the office person from Mt Shasta Memorials. The Veteran’s need help with mowing. Green Thumb Landscaping is unable to mow anymore due to lack of employees. Rich suggested allowing four burials per plot in some of the outlying cemeteries, due to lack of space for expansion. Dump truck has a problem with the rear end. It may need to have seals replaced or a rebuild. Board OK’d the repair.

District Office Administrator Report – nothing to report

Board Member & Committee Reports

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

Policy & ProceduresGary Freeman & Matt Osborn
Public Relations.....Donna Bacigalupi
Girdner’s Liaison.....Rory McNeil

Trustee Bacigalupi said she discussed with Jack Cowley the cleanup of trees and debris that were left when the ditch above the Old Section in Little Shasta Cemetery was cleaned out. Jack said the contractor was Gary Black and he would ask him to clean it up. Trustee Bacigalupi requested that Carla get the name of the consultant that gave the presentation.

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.

There was no old business.

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New Business:

1. Becky Jo Adams - Siskiyou Chapter of the Daughters of the American Revolution – Wreaths Across America Becky gave a presentation and requested that the District participate by allowing them to place wreaths on the graves in the Veteran Section. Insurance is provided by Wreaths Across America. Trustee Freeman made a motion to allow them to place the wreaths. Trustee Terwilliger seconded the motion. Motion approved.
2. 2021/2022 Recommended Budget – Trustee Bacigalupi made a motion to approve the 2021/2022 Recommended Budget. Trustee Terwilliger seconded the motion. Motion carried.

Trustee Freeman made a motion to add a Closed Session to the agenda to discuss Employee Performance Evaluations. Trustee Terwilliger seconded the motion. Motion carried.

Adjournment: There being no further business, meeting was adjourned at 11:18 a.m.

CLOSED SESSION: 54957 – Public Employee Performance Evaluations – Grounds Administrator, Office Administrator. No action taken

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

Rory McNeil, Chairman of the Board Date

Carla Alcorn, Board Secretary Date