

Shasta Valley Cemetery District

Regular Board Meeting Minutes

February 17, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on February 17, 2021 at 10:04 a.m. The meeting was held by Teleconference.

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

Public Present: Daralyn Reed – Friends of Shasta Valley Cemeteries, Sheila Meamber
Sheila asked about the Maintenance Survey on the Agenda. Why hasn't it been completed since it was approved in April 2019. It has been almost two years. Trustee Bacigalupi responded that she didn't know how to do the survey and she has passed it off to Trustee Freeman and Trustee Osborn. Trustee Freeman said they are working on it now. Sheila suggested they contact the Public Cemetery Alliance for suggestions on contracting out the maintenance, and that they put a Request for Bids in the newspaper.

Correspondence: Survey Cards – Carla opened and read the Survey Card (1). It was positive. Complaint received from Nancy Duff regarding no setup of chairs in rotunda. Rich informed Carla before he left work on the day before the burial that he could not do a graveside setup, but could do one in the Rotunda. Carla called Mrs. Duff and she agreed to use the Rotunda for the service. Carla put it on the board to setup in the Rotunda. Rich did not do the setup and said he didn't see it on the board. Chairperson of the Board will send a letter of apology.

Approval of Minutes: Trustee Freeman made a motion to approve the Minutes of the January 20, 2021 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for January was \$6,907.85 and total Expenses for January were \$18,084.21. Trustee Terwilliger made a motion to approve the Income and Expenditures for January 2021. Trustee Freeman seconded the motion. Motion carried.

District Grounds Administrator Report: There were three burials in January, two full and one cremains. Did some tree trimming and ditch work. Put new lumber on equipment trailer.

District Office Administrator Report: Carla reported that the road closure in Evergreen is not working. Someone destroyed the cones that were used to block the road. Trustee Bacigalupi suggested putting one of the blue pipes across the road. Rich said no. Carla reported that there is a hazmat situation where the backhoe has been leaking for a long time. Trustee Bacigalupi and Trustee Terwilliger said they would have someone check it out and decide what needed to be done. Carla stated that when they replace her position that it should be a part time position, less than 30 hrs a week and therefore no benefits.

Board Member & Committee Reports

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

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

Daralyn Reed reported that Friends of the Shasta Valley Cemeteries is composing their newsletter. They are working on finding someone to trim trees.

Board discussed the possibility of closing the gates at Evergreen during the night. The gates are heavy. Trustee Bacigalupi and Trustee Terwilliger will check the gates and see what could be done. Carla commented that

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there is a woman who comes and rakes leaves often, who used to do security for Fruit Growers at their pallet mill until it closed. Carla will see if she would be interested in opening and closing the gates and what she would charge for that service.

Trustee Freeman requested a Closed Session for 2021/2022 Strategic Planning.

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.

New Business: PARS – change in investment strategy. Trustee Osborn made a motion to change SVCD’s Investment Selection from Conservative to Moderate Conservative. Trustee Freeman seconded the motion. Motion carried.

Board members will come to the office individually to sign necessary paperwork.

Adjournment: There being no further business, meeting was adjourned at 11:20 a.m.

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

Rory McNeil, Chairman of the Board Date

Carla Alcorn, Board Secretary Date