

Shasta Valley Cemetery District

Regular Board Meeting Minutes

December 15, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on December 15, 2021 at 10:00 a.m. The meeting was held at 1312 Fairlane Rd, Yreka, CA

Roll Call: Trustee McNeil, Trustee Bacigalupi, Trustee Terwilliger, Richard Schnepf, District Grounds Administrator, Nanette Cooley, District Office Manager Trustee Osborn was absent.

Public Present: No public present

Correspondence: Survey Cards – 4 all positive.

Approval of Minutes: Trustee Bacigalupi made a motion to approve the Minutes of the November 17, 2021 Board Meeting. Trustee Terwillier seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for November was \$17,491.84 and total Expenses in November were \$17,586.72. Trustee Bacigalupi made a motion to approve the Income and Expenditures for November 2021. Trustee Terwilliger seconded the motion. Motion carried.

District Grounds Administrator Report: There were 4 full burials and 3 cremains burials. Rich removed the stump from the storm damaged tree from Little Shasta Cemetery. The shop at Evergreen Cemetery was broken into. The door was damaged, a chainsaw was stolen and the wing window on the dump truck was broken. Golden State Risk Management Authority was contacted. The damage did not meet our deductible. Deadwood will be available after January 1st to help with cleanup.

District Office Administrator Report Nanette contacted GSRMA regarding being bonded. Under the Crime Bond Coverage policy, all cemetery employees are covered.

Board Member & Committee Reports

Employees Administration.....Rory McNeil
Cemetery Improvements Donna Bacigalupi
Finance.....Matt Osborn

Policy & Procedures Matt Osborn
Public Relations.....Donna Bacigalupi
Girdner's Liaison.....Rory McNeil

Friends of Shasta Valley Cemeteries

Trustee McNeil will contact Girdner's about conducting earlier services in outlying cemeteries during the winter.

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

There is a need for a separate policy meeting. Date and time to be determined during January 19, 2022 meeting.

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

1. 18/19 & 19/20 Draft Audit Review – Auditors Smith and Newell were contacted. Requested documents were emailed to them. Revised draft was received and is waiting Trustee Osborn's signature.
2. Policy change for flowers and decorations – Special policy meeting needed
3. Policy for number of cremains per plot in outlying cemeteries – Special policy meeting is needed

