

Shasta Valley Cemetery District

Regular Board Meeting Minutes

September 15, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on September 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, Carla Alcorn, District Office Administrator

Public Present: No public present

Correspondence: Survey Cards – all positive

Approval of Minutes: Trustee Bacigalupi made a motion to approve the Minutes of the August 18, 2021 Board Meeting. Trustee Terwilliger seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for August \$6,176.45 and total Expenses in August were \$17,450.84. Trustee Bacigalupi made a motion to approve the Income and Expenditures for August 2021. Trustee Terwilliger seconded the motion. Motion carried.

District Grounds Administrator Report: There were 1 full burial, 3 cremains burials and 1 scattering of ashes in August. Rich did lots of cleanup and weed eating in all cemeteries. The Scatter Garden has been spruced up with new bark and cleanup. Oil was changed in the Dodge and had to order a new intake part. Dump truck is still not repaired. It needs a new ignition switch. Rich informed the Board he would like to take of Oct 18th thru Oct 22nd for vacation. Board approved the time off.

District Office Administrator Report – Carla gave the Board the Draft Audit Report. Board requested that Trustee Osborn review it.

Board Member & Committee Reports

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

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

Board will post an ad for part time employee.

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.

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

There was no old business to discuss

New Business:

1. 21/22 Budget Approval – Trustee Terwilliger made a motion to approve the 21/22 Budget. Trustee Bacigalupi seconded the motion. Motion approved.
2. Transfer of Funds to PARS – tabled until October

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Meeting was adjourned at 11:15 a.m.

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

Rory McNeil, Chairman of the Board Date

Carla Alcorn, Board Secretary Date