

Shasta Valley Cemetery District

Regular Board Meeting Minutes

May 20, 2020

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on May 20, 2020 at 10:02 a.m. The meeting was held by Teleconference.

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

Public Present: No Public

Correspondence: Survey Cards – Carla opened and read the Survey Cards (7). All were positive.

Approval of Minutes: Trustee Bacigalupi made a motion to approve the Minutes of the February 19, 2020 Board Meeting. Trustee Freeman seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for February, March and April was \$62,664.24 and total Expenses for February, March and April were \$39,751.34. Trustee Bray made a motion to approve the Income and Expenditures for February, March and April 2020. Trustee Freeman seconded the motion. Motion carried.

District Grounds Administrator Report: There were four burials in February (three full, one cremains) five burials in March (1 full, 4 cremains) and five burials in April (three full burials and two cremains.) The Dodge PK had an oil leak repaired, but now has a water leak that needs to be fixed. Spring cleanup is ongoing in all cemeteries except Evergreen. Evergreen is the most difficult due to size. There are still issues with the curbing in Little Shasta. Girdner’s North Country Memorials is still arguing that the plots in the South Section of Little Shasta Cemetery are out of line. Rich would like to meet with Trustee Bray and Chris Girdner to see if this situation can be resolved. Davies Tree Service removed a dead tree in Little Shasta Cemetery.

District Office Administrator Report: There was a request from Sue Koop for the District to buy back one and a half plots in Little Shasta Cemetery for \$600.00. Trustee Bray made a motion to buy back the plots. Trustee Bacigalupi seconded the motion. Motion carried. Butteville Elementary School called and asked permission to plant daffodil bulbs outside the fence in front of Edgewood Cemetery. Carla told them yes and thanked them.

Board Member & Committee Reports

Employees Administration.....Rory McNeil
Cemetery ImprovementsJim Bray & Donna Bacigalupi
Finance.....Jim Bray & Gary Freeman

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

Trustee Bacigalupi said she did not check on all the cemeteries because of bad weather. She also said she was shocked at the number of trees in Evergreen Cemetery that have dead tops/limbs. She will call a Forester she knows and ask her to meet with the Board to see what we can do to address the problem. The trees are Heritage Oaks and are protected by California law.

Trustee Bacigalupi reported that she had spoken with three other cemetery districts that do not allow curbing anymore. Trustee Bray said he would call more cemeteries to see what their policy is on curbing.

Board Member & Committee Reports (continued)

Trustee Bray asked Rich if he needed help with maintenance. Rich replied yes. Carla asked why Rich never scheduled Deadwood to help with cleanup of the cemeteries. He replied that Deadwood is busy in May preparing/training for fire season. Trustee Bacigalupi suggested requesting Deadwoods help for earlier in the year or in late fall/winter. Trustee Freeman requested follow up on scheduling Deadwoods help. Trustee Bacigalupi said she would compose a letter from the District about maintenance of the District's cemeteries and explain to the public that it is not the District's responsibility to clean up plots, and post it on social media and other news outlets.

Trustee Bacigalupi asked if Rich could close up the opening in the south fence line next to the shop. She had concerns of people walking, smoking cigarettes and tossing the cigarettes and starting a fire in all the leaves. Rich stated he didn't think that would help but he would check into it.

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.

Curbing & related procedures – Board discussed maintenance issues with curbing and the possibility of not allowing any new curbing. Trustee Bacigalupi reported that she had spoken with three other cemetery districts that do not allow curbing anymore. Trustee Bray said he would call more cemeteries to see what their policy is on curbing.

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

1. Columbarium Plaques – price of engraving plaques. Rich is waiting for Girdner's North Country Memorials to give him a price on cost of engraving columbarium plaques.

New Business: Discussion and possible action of any new business.

1. Golden State Risk Management – Insurance costs for FY 20/21 Worker's Comp \$4,381.00, Liability, Property, Auto, Equipment, Mobile Equipment, Crime Bond and Pollution \$5,095.00
2. PARS - Jan, Feb & March Statements given to the Board
3. 20/21 Proposed Budget – Trustee Bray made a motion to approve the FY 20/21 Preliminary Budget. Trustee Freeman seconded the motion. Motion carried.

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

Adjournment: There being no further business, meeting was adjourned at 11:00 a.m.

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

Rory McNeil, Chairman of the Board Date

Carla Alcorn, Board Secretary Date