

# **Shasta Valley Cemetery District**

## **Regular Board Meeting Minutes**

### **December 16, 2020**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on December 16, 2020 at 10:02 a.m. The meeting was held by Teleconference.

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

**Public Present:** Barbara Hall – Barbara wanted clarification on Transfer of Ownership of plots.

**Correspondence:** Survey Cards – Carla opened and read the Survey Cards. All were positive.

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the October 21, 2020 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for October was \$19,059.77 and total Expenses for October were \$14,942.61. Total Income for November was \$13,506.09 and total Expenses were \$14,560.45. Trustee Freeman made a motion to approve the Income and Expenditures for October and November 2020. Trustee Osborn seconded the motion. Motion carried.

**District Grounds Administrator Report:** October had nine burials. Four full burials and five cremains burials. Backhoe was broken down and the tractor's clutch is not working again. Put out gopher bait and did more weeding and mowing. November had seven burials. Three full burials and four cremains burials. Cleanup in cemeteries and preparing them for winter. Rich contacted Deadwood to see if they could come and do cleanup in Evergreen. They are unable to due to COVID restrictions. He will try again in a couple of months.

**District Office Administrator Report:** California Special District Association is asking that District's join and pay whatever they can. Carla suggested we join for \$100.00. Trustee Osborn made a motion to join CSDA for \$100.00. Trustee Freeman seconded the motion. Motion passed. Carla informed the Board the County Auditor's Office would like SVCD to sign all their vendors up for Direct Deposit. Carla sent out 18 letters to vendors requesting their bank information. Received 2 yes and 2 no thanks. The Auditor's office will not let Carla pick up the warrants anymore, stating that they are trying to protect their staff from COVID. They now mail the warrants to the office which takes about 5-7 days, this is in addition to the 3 business day waiting period before they will issue the warrants. This is creating late fees to occur on SVCD credit cards. Trustee Osborn and Trustee Freeman said they would speak with the Auditor to see what could be done about getting warrants faster. Carla requested that Board members come into the office and sign the warrant requests, minutes and fuel vouchers.

### **Board Member & Committee Reports**

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

**Policy & Procedures .....**Gary Freeman  
**Public Relations.....**Donna Bacigalupi  
**Girdner's Liaison.....**Rory McNeil

Trustee McNeil reported that there is rebar sticking up all over the East Section of St Joseph Cemetery. It is dangerous and needs to be capped and flagged so that people can see it and do not get hurt on it. Rich said he would take care of it.

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**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.  
none

**New Business:** Discussion and possible action of any new business.  
none

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

Trustee McNeil requested a closed session to discuss personnel be added to the Agenda. Motion approved.

**Closed Session Action Taken:** Trustee Osborn made a motion to give employees a \$500.00 bonus for appreciation of keeping the District operating during the COVID-19 pandemic. Trustee Freeman seconded the motion. Motion carried.

**Adjournment:** There being no further business, meeting was adjourned at 11:46 a.m.

Approved this date, by a vote of: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Rory McNeil, Chairman of the Board Date

\_\_\_\_\_  
Carla Alcorn, Board Secretary Date