

**Shasta Valley Cemetery District**  
**Regular Board Meeting Minutes**  
**June 17, 2020**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on June 17, 2020 at 10:04 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:** Chris Girdner, North Country Memorials

**Correspondence:** Survey Cards – There were no returned survey cards

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the May 20, 2020 Board Meeting. Trustee Bray seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for May was \$9,102.50 and total Expenses for May were \$13,941.38. Trustee Freeman made a motion to approve the Income and Expenditures for May 2020. Trustee Osborn seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were seven burials in May, one full and six cremains. Rich spent his time doing cleanup in St Joseph and outlying cemeteries.

**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 Bacigalupi reported that she had talked with the forester (Danielle) regarding oak trees in Evergreen Cemetery, but does not have an appointment yet for her to come and talk to the Board.

Trustee Bacigalupi will contact Daralyn Reed to find out what the status of Friends of the Cemeteries status is.

**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. Burch curbing in Little Shasta is square East to West but off on North to South. Forms for curbing must be inspected by Rich before pouring cement. Trustee Bray said he had not contacted any other cemeteries regarding their curbing policies. Trustee Bray made a motion for curbing in the new section of New Southwest to be flush with the ground. Trustee Freeman seconded the motion. Motion carried.

**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.

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

1. Transfer of Funds – Trustee Freeman made a motion to transfer \$500.00 from Special Departmental Expense to Salaries and \$600.00 to Other Benefits. Trustee Bray seconded the motion. Motion carried.
2. Review and possible changed to District Fee Schedules. Item tabled.
3. Shasta Valley Water Master District Fee/Waiver – Trustee Osborn made a motion to apply for the Waiver of the Water Master Fee. Trustee Bray seconded the motion. Motion approved.

**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 11:17 a.m.

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

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Rory McNeil, Chairman of the Board

Date

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Carla Alcorn, Board Secretary

Date