

**Shasta Valley Cemetery District**  
**Regular Board Meeting Minutes**  
**September 16, 2020**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on September 16, 2020 at 10:00 a.m. The meeting was held by in the Rotunda at Evergreen Cemetery.

**Roll Call:** Trustee McNeil, Trustee Bacigalupi, Trustee Osborn, Trustee Freeman, Trustee Terwilliger, Carla Alcorn, District Office Administrator and Richard Schnepf, District Grounds Administrator  
New Trustee Terwilliger was sworn in as a new Board member by Carla Alcorn.

**Public Present:** Father Lawrence, Friends of Shasta Valley Cemeteries, Inc.

Father Lawrence reported that the group would try to send a representative to each board meeting. The group meets every three months.

**Correspondence:** Survey Cards – All survey cards returned were positive.

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

**Approval of Income & Expenditures:** Total Income for August was \$4,771.63 and total Expenses for August were \$14,420.03. Trustee Freeman made a motion to approve the Income and Expenditures for August 2020. Trustee Osborn seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were seven burials in August. One full burial and six cremains. Rich has been doing weedeating and mowing and picked up some limbs. Began work for new columbarium cement pad on August 31<sup>st</sup>.

**District Office Administrator Report:** Carla reported that she could not get the waiver from Shasta Valley Water master because rules for the waiver state that they will not give a waiver due to lack of use of water rights.

**Board Member & Committee Reports**

**Employees Administration.....**Rory McNeil & Matt Osborn  
**Cemetery Improvements .....** Donna Bacigalupi & Jackie Terwilliger  
**Finance.....**Matt Osborn Gary Freeman

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

Trustee Bacigalupi reported that she had checked the water ditches in Little Shasta. Board agreed there would be no problem with Mr. Werner putting a pipe in his ditch, which is the upper ditch.

Board discussed the oak trees in Evergreen. We cannot remove them since they are protected by the State. Trimming of dead limbs can be done. Trustee Bacigalupi suggested that it might be possible to get some of the local tree trimmers to donate some time to remove dead limbs.

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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.

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

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

1. Transfer of Funds for new Columbarium in Evergreen Cemetery – Trustee Bacigalupi made a motion to transfer \$6,100.00 from Contingencies to Land & Improvements to cover the cost of the new 24 Niche Columbarium.. Trustee Osborn seconded the motion. Motion carried.
2. Road repairs in Evergreen Cemetery - Carla asked the Board if they had checked out the roads in Evergreen before the Board meeting as she had requested. No one had done so. Discussion followed on how the roads had gotten in such disrepair and what the solution may be. Board requested Carla call companies that do road repair and see if she could get some proposals on work that could be done and estimate of cost.

**Adjournment:** There being no further business, meeting was adjourned at 11:30 a.m.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date