

# **Shasta Valley Cemetery District**

## **Regular Board Meeting Minutes**

### **August 19, 2020**

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on August 19, 2020 at 10:02 a.m. The meeting was held by in the Rotunda at Evergreen Cemetery.

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

**Public Present:** Daralyn Reed, Pat Williams

Daralyn Reed reported on the status of Friends of Shasta Valley Cemeteries, Inc. All legal documents have been completed. They will meet six times a year. President is Daralyn Reed, VP 1 is John Lawrence, VP 2 is Kellen Martin, Secretary is Carol Crebbin and Treasurer is Marsha Allen. They will meet on the first Monday of March, April, May, July, September and November. They will try to have a representative attend SVCD Board meeting. They may appoint a person from their group to each of the District's cemeteries. They are looking into getting insurance. Trustee Bacigalupi requested that Carla send them a board packet each month. Board requested Carla find out from Golden State Risk Management if the District's insurance would cover the Friends of the Cemeteries as volunteers.

Pat Williams reported that she had seventy markers ready for the City Cemetery. They will be placed soon.

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

**Approval of Minutes:** Trustee Bacigalupi made a motion to approve the Minutes of the June 17, 2020 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for June was \$33,846.36 and total Expenses for June were \$15,885.38. Total Income for July was \$16,833.63 and total Expenses for July were \$26,009.85. Trustee Bacigalupi made a motion to approve the Income and Expenditures for June and July 2020. Trustee Osborn seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were six burials, three full, 3 cremains and two casket disinterments in June and four burials in July, one full and three cremains. Rich spent his time doing burials, cleanup and fixed two water leaks in Evergreen. The Montague Airport has put up a locked gate which hinders Rich from getting to the Montague Cemetery. Board requested that Carla call the airport and request the code for entry.

**District Office Administrator Report:** Carla reported that she had received a letter from Steve Werner requesting permission to put a headstone on his mother, Julia M. Werner's grave. Board agreed to allow the installation without a transfer of ownership because there will be no future burials in that plot. Historical Preservation Society gave the District a new schedule of tours that will be done in Evergreen Cemetery and City Cemetery. Kevin Broderick requested that the District buy back Niche #95 in Evergreen Cemetery. They will not be refunded the cost of the Endowment Fee or the Marker/Installation fee since the plaque was already purchased and installed. The refund will be \$1,050.00. Trustee Osborn made a motion to buy back the Niche. Trustee Bacigalupi seconded the motion. Motion carried. Carla stated that she was not able to get a waiver for the Scott/Shasta Watermaster Fee because their rules state not using the water is not a valid reason for the waiver.

**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. Danielle does not have time to meet with us right now.

**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.

- 1. Columbarium Plaques – Carla received information from Matthews International on Columbarium plaques. Price for brass plaques will be approximately \$292.00. They are cheaper than any of the other vendors.

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

- 1. Transfer of Funds – Carla suggested transferring \$25,000.00 to cover monthly expenses through June 2021. Trustee Bacigalupi made a motion to transfer funds from Contingencies to Special Departmental Expenses. Trustee Osborn seconded the motion. Motion carried.
- 2. Review and possible changed to District Fee Schedules. - Rich suggested raising the price for open & close for oversized caskets because it takes longer to excavate. Carla suggested raising the prices on the Columbarium Niches to cover the additional expense of the plaques. Trustee Osborn made a motion to raise the price for open & close for oversized casket burials by \$250.00 and raise the price of Columbarium Niches by \$300.00 to cover the costs of the plaques and installation. Trustee Bacigalupi seconded the motion. Motion carried.
- 3. Trustee Bacigalupi made a motion to approve the 2020/2021 Budget. Trustee Osborn seconded the motion. Motion carried.

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