

Shasta Valley Cemetery District

Regular Board Meeting Minutes

November 20, 2019

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on November 20, 2019, at 9:30 a.m. The meeting location was 1312 Fairlane Rd, Yreka, CA.

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

Public Present: Sheila Meamber, Jennifer Bryan, Pat Healy, Linda Martin, Selma Schantz, Pat Williams and Mark Marshal of G.S.R.M.A.

Jennifer Bryan provided a schedule for Historical Society tour dates.

Linda Martin asked if the Board had reviewed the Trustee Policy. She would like the person(s) applying for Transfer of Trustee to be required to produce a birth certificate to prove ancestry to original purchaser. Carla replied that the District follows the Public Cemetery Operations and the California Health & Safety Code. Carla reached out to Bob Hunt, Attorney for the Public Cemetery Alliance, and he stated that Carla had done everything correctly regarding the transfer of the Zylstra plots. He also stated that the District should have let Martin/Zylstra take the matter of Trusteeship to the courts.

Sheila Meamber commented that she would like to have the Board meetings recorded. She also said that there were issues not resolved from previous meetings, such as, locking cemetery gates and the letter from Shauna Wilson. (The Board has never received a letter from Shauna Wilson.) Sheila said that survey cards may not be necessary since there is a comment section on the District web page. The Board said they wanted to keep sending the survey cards because customers can fill out the cards and remain anonymous if they so desire.

Correspondence: Returned Survey Cards – positive. Letter received from Jim and Barbara Darrough regarding removal of dead cypresses in New Southwest Section.

Approval of Minutes: Trustee Bray made a motion to approve the Minutes of the October 16, 2019. Trustee Osborn seconded the motion. Motion carried.

Approval of Income & Expenditures: Total Income for October was \$12,909.93. Expenses for October were \$14,666.20. Trustee Bray made a motion to approve the Income and Expenditures for October 2019. Trustee Osborn seconded the motion. Motion carried. Trustee Bray requested that the County Budget Report be included in the Board Packet.

District Grounds Administrator Report: There were five burials in October, two full and three cremains. There was some vandalism to trees and capping with spray paint in the Northwest Section. Rich got it cleaned up. Cemeteries are ready for winter. Water was shut off in Evergreen for the winter. The Eagles section still has a leak from the valve and is danger of getting worse due to freezing. The leak is on the City's side. Board requested Carla compose a letter to the City requesting repair of the valve. Curbing for the Burch plots in Little Shasta is not square. Rich did state the plots for curbing, but the curbing was not done correctly. Rich has spoken with Chris and Wayne Burch regarding this. Rich wants to know if he should remove the curbing and charge Girdner's North Country Memorials for the removal. Board directed Carla to send Chris Girdner an email stating either Rich remove the curbing and charge them for the labor, or they remove and replace the curbing. Mark Marshall of G.S.R.M.A. stated that curbing is unusual now. Most cemeteries do not allow it. The District needs to get a Waiver of Liability from the contractor and a Certificate of Insurance showing SVCD as additional insured. Jennifer Bryan commented that SVCD's Policy Manual states that curbing is required if rock/gravel, artificial turf, or bark is to be placed on plots.

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District Office Administrator Report: Carla reported that she had received approval from the County Auditor to have biennial audits. SVCD received two Audit Proposals, one from AGT/ CPA's and Advisors for \$20,000.00, not including the GASB 68 calculations, and another proposal from Smith & Newell for \$8,800.00, which includes the GASB 68 calculations. Trustee Bacigalupi made a motion to accept the proposal from Smith & Newell in the amount of \$8,800.00, to perform the 2018/2019 and 2019/2020. Trustee Bray seconded the motion. Motion carried. There was a dumpster full of personal garbage put in the St. Joseph dumpster. Rich recommended removal of the dumpster and cans in St. Joseph along with garbage cans in Little Shasta Cemetery. Board agreed. Letter received from James Newton to sell two plots in the New Southwest Section back to the District. Trustee Bacigalupi made a motion to buy the plots back. Trustee Osborn seconded the motion. Motion carried. Carla asked the Board what they wanted to do about the water leak in New Southwest Section. Rich commented that he would have to tear up a road to fix the leak. Discussion followed on water fees and whether the District should turn off the water permanently. No decision was made at this time.

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

Discussed using wireless cameras for security in Evergreen Cemetery. Trustee Bray said it is highly unlikely they could be used for the front gate since the trees would block the signal from getting to the office computer. Discussed the possibility of closing the gates at night. Mark Marshall suggested asking YPD to go through the cemetery at night. Rory will ask Officer Betts if they would do that. Trustee Bacigalupi reported on the G.S.R.M.A. Training Day that she and Trustee Bray attended. It was very informative. She asked about Bio Urns at the G.S.R.M.A. training, and was told that most Public Cemeteries do not use them. She also reported that El Dorado County has something called Zone of Benefit that helps Public Cemetery District's financially. Mark Marshall said he would look into that for us.

Policies & Procedures: This time is set aside for Trustees to request changes to District Policies items to be put on the next meeting Agenda.

Plot capping/cutting policy – tabled until next meeting
Curbing & related procedures

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

There was no old business to discuss

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

There was no new business to discuss

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