

# Shasta Valley Cemetery District

## Regular Board Meeting Minutes

### July 21, 2021

The Shasta Valley Cemetery District Board of Trustees meeting was called to order on June 16, 2021 at 10:04 a.m. The meeting was held at 1312 Fairlane Rd, Yreka, CA

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

**Public Present:** Sheila Meamber – Sheila asked why the District opted out of paving in Evergreen Cemetery for \$20,000? Why is the District now having Dave Tyler grade the road for \$5,000.00? The road would have to be done repeatedly and that is not cost effective. Trustee Bacigalupi stated the District could not afford the \$20,000.00. Sheila asked about the Maintenance Survey that was approved by the Board to be done in April 2019. Why hasn't it been done? Trustee Osborn said he and Trustee Freeman had begun working on that and unfortunately Trustee Freeman has been having medical issues, which has stalled the survey. Sheila asked if there are projects that the Friends of the Cemeteries could do for the District, such as tree trimming. Sheila said that Layton Tree Removal Services did tree work for the County free of charge. Trustee Bacigalupi stated that the Friends of the Cemeteries got stalled due to Board Member problems, but they are up and going again. Sheila asked what the February 17, 2021, Strategic Planning, Closed Session was about. Trustee McNeil replied that it was a Personnel matter.

**Correspondence:** Survey Cards – all were positive.

**Approval of Minutes:** Trustee Terwilliger made a motion to approve the Minutes of the June 16, 2021 Board Meeting. Trustee Osborn seconded the motion. Motion carried.

**Approval of Income & Expenditures:** Total Income for June \$13,502.33 and total Expenses in June were \$17,020.89. Trustee Osborn made a motion to approve the Income and Expenditures for June 2021. Trustee Bacigalupi seconded the motion. Motion carried.

**District Grounds Administrator Report:** There were 3 full burials and 5 cremains burials in June. Backhoe is broken down again. The stabilizer cylinders blew. Rick will take them off and take to Josh Steinhoff for repair. Black dump truck is still being worked on. Tractor is repaired but he hasn't used it yet. Mowing and weeding was done in most outlying cemeteries.

**District Office Administrator Report –** Auditors were at the office July 14<sup>th</sup> and 15<sup>th</sup> to begin working on the 18/19 and 19/20 Audit.

### Board Member & Committee Reports

Employees Administration.....Rory McNeil  
Cemetery Improvements ..... Donna Bacigalupi  
Finance.....Matt Osborn & Gary Freeman  
Friends of Shasta Valley Cemeteries

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

Trustee Bacigalupi stated that the debris has still not been removed from Little Shasta. Trustee Bacigalupi will write a letter to put in the paper, social media, etc, regarding policies & procedures.

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

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

There was no old business.

**New Business:**

1. Cal PERS Annual Unfunded Accrued Liability 2019 - \$5,028.00 is due, Trustee Bacigalupi made a motion to transfer the funds for the District's PARS account to pay the amount due. Trustee Terwilliger seconded the motion. Motion carried.
2. Letter from Tom Rickard asking the District to buy back plots in St Joseph Cemetery. Carla explained that 5 plots that were purchased in 1934 and were transferred to the Rickard's. The District did not receive and funds for those purchases, since the District was not established until 1951. Those 5 plots were then traded on June 10, 2016 for 3 plots in the East Section of St Joseph Cemetery. On October 31, 2007 the Rickard's purchased four plots in the East Section of St Joseph Cemetery. The purchase price for those four plots was \$2,600.00. Board then discussed what amount they could give the Rickard's for the 5 plots that were purchased in 1934. The amount of \$50.00 was discussed. No motion was made to approve the sell back of the plots.
3. Review of District Fees – no changes were made.
4. Review of Policy & Procedures – There were policies that the Board wanted to change. Carla informed the Board they would need to specify what sections and wording they wanted to use and then a Resolution would need to be done. Board would then need to approve the Resolution.

Meeting was adjourned at 11:33 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