

TRUCKEE CEMETERY DISTRICT

REGULAR MEETING MINUTES

11/7/16

1. Call to Order: Chairman Ed Czerwinski called the meeting to order at 2:10 pm.
2. Roll Call:
 - a. Present: Eric Larusson, Sharon Arnold, Ed Czerwinski, Sarah Lupyak (Arrived 3:30 pm), Archivist Chaun Mortier (arrived at 4pm), IT Consultant Greg Zirbel(arrived at 4:20 pm), Caretaker Miguel Gonzalez, Secretary Tricia Cook
 - b. Absent: Clare Aguera, Joe Aguera
 - c. Guests: Joe Murray, Michael O'Conner from Triumph Development, Attorney Brent Collinson
3. Public Input: none
4. Consent Calendar:
 - 4.1) Minutes 10/3/16: Arnold requested correction item 5.6 add "and called".
 - 4.2) Warrant Request TR1116 \$10,215.88
 - 4.3) Arnold motioned to approve above with corrections to minutes, Larusson seconded, motion passed unanimously.
5. Discussion Items:
 - 5.1) Secretary/Treasurer report: 3 deeds to sign, nothing else to report.
 - 5.2) Caretakers report: Water is off, discussion regarding getting a hydrant for emergency use while water is off. Everything has been winterized, antifreeze in toilets, filled up tractor with diesel. Joe Murray will arrange with Randy Metzger to winterize the tractor. Arnold noted the basket on back of tractor is moving, needs to be fixed also.
 - 5.3) New Burials: 2 in October, information will be reported next month.
 - 5.4) Correspondence: Arnold reported she received tax allocation information for all the districts; she distributed the information to trustees. Czerwinski commented on annual meeting for CAPC in Oxnard, CA.
 - 5.5) Archivist report: Mortier reported she started photo project, found damaged headstones and coping. Discussion regarding whether damaged coping is required to be replaced. Czerwinski commented he felt it should be replaced if removed due to damage and wear. Chairman requested a list of what needs to be repaired by spring so summer work can be scheduled.
 - 5.6) IT report: Chaun Mortier, Greg Zirbel, Joe Murray, and Sharon Arnold met at cemetery with Chris from Coydog. It was decided Zirbel will be responsible for the gate and will leave the gate operating for now. Joe Murray will turn gate off when not needed for season. Zirbel stated we could monitor the area with cameras if wi fi was installed. Discussion followed. Arnold commented that one battery in sensor needs to be replaced, it can be done later. Zirbel requested and received to pick up lumber to complete coping around damaged area.
6. Open Items:
 - 6.1) Triumph Development: Czerwinski commented on email received from Yumi Dahn from the Truckee Planning Department requesting comments on the project, he replied there were no comments at this

time, as the board hasn't met yet. Michael O'Conner reported some revisions in plans per comments from various interested parties, as well as detail of where rockery wall would be installed on North side of Jibboom St as required by slope. Discussion regarding noise mitigation, limit of use of Jibboom St. for construction traffic and employee vehicles. O'Conner suggested these concerns be voiced at the Public hearing scheduled for 11/15/16. Arnold clarified with O'Conner that she could appear at the Town hearings as an individual and speak on her own behalf. O'Conner confirmed that yes, she could. Discussion regarding 60 day notification to county of intention to deed ½ road to Town of Truckee. It was decided Brent Collinson would draft the resolution and Secretary will submit the approved resolution to the county. O'Conner requested the board consider the agreement previously presented for approval as written. After discussion, Larusson motioned the proposed agreement with Triumph Development be approved with addition of language in section 3A making the support conditional that there are no major changes to the plan as discussed today. Lupyak seconded, motioned passed unanimously.

7. New Business:

7.1) Winter Shutdown: everything is shut down, Joe Murray will do final closing of gate, and he requested notification next year prior to Rock and Rose shutoff of water. Arnold requested secretary call for dumpster to be picked up for winter. Arnold commented that snow poles should be installed only on South side road, on both sides. Discussion regarding the need chain covers for chains on main gate, it was decided Mortier and Zirbel will be responsible for this item. Arnold requested that Zirbel change outgoing message on phone to alert that the cemetery is closed for winter. Barrier in front of gate was suggested, this item was tabled to the December meeting.

8. Trustee Update:

8.1) Arnold distributed County assessor's report that shows the parcels the Cemetery owns

8.2) Arnold distributed Employee job descriptions ahead of employee reviews

9. Calendar: the next meeting will be Monday, December 5 at 2pm at Truckee Donner PUD

10. Adjournment: Larusson motioned, Arnold seconded the meeting adjourned at 4:23 pm.

Respectfully Submitted,

Tricia Cook, Secretary

Edmund Czerwinski, Chairman