

# TRUCKEE CEMETERY DISTRICT REGULAR MEETING MINUTES 2/6/17

1. Call to Order: Sara Lupyak called the meeting to order at 2:15 pm.
2. Roll Call:
  - a. Present: Sharon Arnold, Ed Czerwinski, Sarah Lupyak, Archivist Chaun Mortier, IT Consultant Greg Zirbel, Secretary Tricia Cook
  - b. Absent: Eric Larusson, Clare Aguera, Joe Aguera
  - c. Guests: None
3. Public Input: None
4. Consent Calendar:
  - 5.1) Minutes 1/3/17: no comments
  - 5.2) Warrant Request TR0217 \$3611.31
  - 5.3) Approval: Arnold motioned to approve, Lupyak seconded, motion passed unanimously.
6. Discussion Items:
  - 6.1) Secretary/Treasurer report: Secretary reported that she received the CAPC disc copy of "Guide to Public Cemeteries" and had hard copies made for all trustees and distributed them. She reminded all board members to complete their form 700s for 2017. She reported the District received \$87,471.51 in county tax revenue in December 2016 and \$2,089.96 in January 2017. The balance in Nevada County account stands at \$272,237.18. Arnold questioned if \$40,000 payment from Triumph for agreement with Barsell can be deposited into the LAIF. Arnold questioned if it would be possible to contribute \$1000 to the LAIF this year. No action was taken.
  - 6.2) Assistant Caretaker: Arnold commented that snow removal operations have been pushing snow against main gate, and reiterated the need for bollards. After discussion it was decided Mortier will speak to contacts at DPW to request snow pushed to opposite side of street.
  - 6.3) New Burials: none
  - 6.4) Correspondence: no discussion
  - 6.5) Archivist report: see attached report. Arnold requested and received clarification of 'pertinent data' on older burials.
  - 6.6) IT report: Archivist has done more research on webcam, will present findings at March meeting.
7. Open Items:
  - 7.1) Triumph Development: Arnold read letter she sent to the Town Council. Update included report that the Town Council approved the project at the January 24 meeting.
  - 7.2) Wi-Fi and video surveillance of cemetery property: Zirbel reported he was still researching.
  - 7.3) SB1179 Addendum Form: Arnold presented forms to be printed in triplicate to comply with law. The forms will be discussed with Joe Murray next week at caretaker interview.
  - 7.4) Review and discuss price list: Discussion regarding Arnold's suggested 5% increase. Czerwinski suggested increase was fine, but keeping prices in multiples of \$25. The board agreed with the suggested increases. Secretary will create new price list from suggested paperwork and present at March meeting for approval.

7.5) Hiring of new caretaker: Application for caretaker to be filled out at interview. Secretary will confirm with Dane 2:00 pm 2/15/17 at the mortuary. If approved by Arnold and Lupyak, then he will be invited to March meeting for 2<sup>nd</sup> interview.

8. New Business:

8.1) Czerwinski commented Memorial Day planning should start. Has suggested for minister, Jeanie Shaw. This will be placed on March agenda.

9. Trustee Update:

9.1) Arnold commented this is the 21<sup>st</sup> anniversary of her serving on the board, she was congratulated.

10. Calendar: the next meeting will be Monday, March 6 at 2pm at Truckee Donner PUD.

11. Adjournment: Czerwinski motioned to adjourn, Arnold seconded, and the meeting adjourned at 3:35 pm.

Respectfully Submitted,

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Tricia Cook, Secretary

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Eric Larusson, Chairman