

TRUCKEE CEMETERY DISTRICT REGULAR MEETING MINUTES 4/6/17

1. Call to Order: Chairman Larusson called the meeting to order at 2:10 pm.
2. Roll Call:
 - a. Present: Eric Larusson, Sharon Arnold, Ed Czerwinski, Sarah Lupyak, Archivist Chaun Mortier, IT Consultant Greg Zirbel, Secretary Tricia Cook
 - b. Absent: Joe Aguera
 - c. Guests: None
3. Public Input: None
4. Consent Calendar:
 - 4.1) Minutes 2/6/17: Arnold requested the secretary send her the updated minutes. February agenda items moved to April.
 - 4.2) Warrant Request TR0417 \$4854.23
 - 4.3) Approval: Lupyak motioned to approve the above items, Arnold seconded, motion passed unanimously.
5. Discussion Items:
 - 5.1) Secretary/Treasurer report: Secretary reported: no new items to report.
 - 5.2) Assistant Caretaker: Arnold reported that Joe Aguera stated he will be available to take questions from the new Caretaker. Arnold commented that the Cemetery needs hedge trimmers and a chainsaw. Larusson will purchase these items from his spending allowance.
 - 5.3) New Burials: none
 - 5.4) Storage Unit: Arnold suggested purchasing a Tuff Shed for storage of chairs, tables and other items that are now stored in cold storage building. This item will be on the May agenda. Arnold stated that a report of who is in the cold storage building is not necessary on a monthly basis.
 - 5.5) Correspondence: no discussion
 - 5.6) Archivist report: Getting the index updated for new caretaker. Will need to meet with the Secretary to input new data from the end of last season. Arnold questioned who is keeping webpage up to date, minutes and agendas need to be updated.
 - 5.7) IT report: took photos of snow
6. Open Items:
 - 6.1) Triumph Development: no news
 - 6.2) Wi-Fi and video surveillance of cemetery property: no discussion
 - 6.3) SB1179 Addendum Form: Arnold reported Murray doesn't feel it's his responsibility to have forms completed. Arnold distributed drafts of proposed documents to comply with SB1179. After discussion, it was decided the Secretary will discuss new paperwork and possible compensation.
 - 6.4) Review and discuss price list: Lupyak motioned to approve the revisions, Ed seconded, approved unanimously.
 - 6.5) Hiring of new caretaker: Czerwinski motioned we hire Dane Leonard as full time caretaker for one season at \$18.00/hr., his performance will be reviewed at June meeting for possible raise to be retroactively

applied, Arnold seconded, motion passed unanimously. Arnold wants caretaker to report times he contacts Joe Aguera. Chairman Larusson will contact him after the meeting to confirm hiring.

7. New Business:

- 7.1) Memorial Day: Monday 5/29/17. Notes were presented from Clare Aguera: Bree Parker confirmed to play Taps. She will be compensated \$100. Arnold commented her planning list should be integrated in the SOPP to be used each year for the Ceremony planning, and gave the Secretary the list. Arnold will buy 2 coffee pots. Czerwinski will ask Jeannie Shaw to speak at the ceremony. Lupyak will contact the Mountain Belles. Secretary will confirm with Joe Murray that he will produce the program as in previous years. Larusson will contact Richard Anderson and the Mayor to request them to speak at the ceremony. Discussion regarding advertising. It was decided Greg and Chaun will propose a story to the Sierra Sun to promote the ceremony. Lupyak will contact Event Masters for 200 chairs. Larusson will coordinate with Civil Air Patrol. Arnold will bring water (small bottles) and ice. Everybody bring cookies. Chaun will get roses.
- 7.2) Proposal to create position "Advisory to the Board" and appoint Clare Aguera: Czerwinski motioned to create the position and set the compensation at \$100/mo. Lupyak seconded, motion passed unanimously. Czerwinski motioned that Clare Aguera be appointed to the position effective immediately Arnold seconded, motion passed unanimously.
- 7.3) Discussion regarding accepting bids for 2017 Landscaping contract: After discussion it was decided next January 2018 the Board will open up landscape contract to interested bidders for a 3-year contract.
- 7.4) Discussion regarding school tours in spring and cemetery/ board representative: It was decided the schools have not contacted the district at this time to request help or participation, so no action taken.

8. Trustee Update:

- 8.1) Larusson would like to speak to Tyler from Cut Rite regarding working on the damaged trees.
- 8.2) Arnold suggested contracting a snow blower service to clear cemetery road and blow snow into the center. Other trustees commented that wasn't necessary. Possibly reevaluate at May meeting.

9. Calendar: the next meeting will be Monday May 8, at 4 pm at Truckee Donner PUD.

10. Adjournment: Czerwinski motioned Arnold seconded, motion passed unanimously. Larusson adjourned the meeting at 4:30 pm.

Respectfully Submitted,

Tricia Cook, Secretary

Eric Larusson, Chairman