

TRUCKEE CEMETERY DISTRICT REGULAR MEETING MINUTES 5/8/17

1. Call to Order: Chairman Larusson called the meeting to order at 4:15 pm.
2. Roll Call:
 - a. Present: Eric Larusson, Sharon Arnold, Ed Czerwinski, Sarah Lupyak arrived late, Archivist Chaun Mortier, IT Consultant Greg Zirbel, Secretary Tricia Cook, Caretaker Dane Leonard.
 - b. Absent:
 - c. Guests:
3. Public Input: None
4. Consent Calendar:
 - 4.1) Minutes 4/6/17: Arnold submitted corrections which are appended to the minutes.
 - 4.2) Warrant Request TR0517 \$2741.83
 - 4.3) Approval: Arnold motioned to approve TR0517 for \$2741.83 and minutes as corrected, Czerwinski seconded, motion passed unanimously.
5. Discussion Items:
 - 5.1) Secretary/Treasurer report: Secretary reported Barbara Smith will be testing backflow device today at the cemetery. Secretary will be on vacation May 13 - 30. Arnold requested endowment money should be moved from County Endowment Fund to Wells Fargo Endowment Fund.
 - 5.2) Assistant Caretaker: 2 burials: Stratton and Stern. Caretaker will be out of town June 10-18. Water is turned on to shed. Submitted tool inventory and list of needs including gloves, boots, cones. Joe Aguera will take Dane to TTL, Truckee Rents, and Mountain Hardware to authorize him to charge on the accounts. The caretaker was notified of the monthly spending limit of \$500. The secretary discussed payroll dates, it was decided he would be paid 2x per month with pay periods ending the 15th and 30th paychecks posting the 5th and 20th. There was discussion regarding caretaker's hours. The caretaker will work a maximum of 39 hours per week. It was reported the Gate doesn't close, the sensors need to be repaired. Arnold will give the Caretaker contact information for gate company.
 - 5.3) New Burials/ Cold Storage: 2 burials, names, dates, and locations will be reported in next month's meeting as the permits had errors and needed to be corrected. Joe Aguera will discuss the corrections with Joe Murray. 1 in storage
 - 5.4) Correspondence: no discussion
 - 5.5) Archivist report: Archivist corrected plot numbers on burial permits. Stratton burial permit has error, Joe Aguera will give it to Joe Murray for correction. Archivist will go to cemetery and meet with Dane to file cemetery paperwork next week.
 - 5.6) IT report: Zirbel will update phone greeting with new caretaker.
6. Open Items:
 - 6.1) Triumph Development: Arnold commented that the town earmarked funds for Stock Rest Springs roundabout.

- 6.2) Wi-Fi and video surveillance of cemetery property: Nothing new to report, Larusson requested Zirbel have some information to discuss next month.
- 6.3) SB1179 Addendum Form: Arnold gave secretary 'Burial Rights Successor Affidavit' to mail with the Deeds to the purchaser. Arnold suggested sending stamped return envelopes with the deed and affidavit.
7. New Business:
- 7.1) Memorial Day Planning: Czerwinski reported that Jeannie Shaw pastor TLP Church will do the blessing. Arnold bought 2 coffee makers, secretary will reimburse \$108.23. Lupyak ordered 200 chairs from Event Masters, she will call to confirm pickup time is directly after ceremony. Arnold questioned if it was ok to plug in 2 6-foot power strips. Greg said no. Arnold is getting cups, cream and sugar, coffee and small water bottles. Lupyak and Larusson will bring cookies and small water bottles. Mortier will bring bucket for ice. Flags will be placed by Mortier on Friday afternoon. Mortier will contact CAP for assistance. After discussion, it was decided the Caretaker will work through the Memorial Day weekend. Mortier will contact the Sierra Sun to list the ceremony on the Event Calendar.
- 7.2) Discussion regarding tree pruning in lower old Cemetery: Larusson commented he asked Tyler to give an estimate, the bid was \$250 per tree and approximately 30 trees which is \$7500. Czerwinski suggested we get more bids for this work in the lower Cemetery. This will go on June agenda. Czerwinski motioned to approve the arborist work on the upper Cemetery for \$2775; Lupyak seconded, motion passed. Discussion regarding planting daffodils around cemetery, this will be put on the July agenda.
- 7.3) Discussion regarding 2017 Landscaping Contract: small raise in price due to initial clean up. In early fall the board will request bids from a number of maintenance contractors for the next 3-year period.
- 7.4) Email request for burial permission VonFluee: Arnold reviewed the family history to the Board. After discussion and re-iteration of the requirement for all burials to have burial permits, the board approved the placement of the cremains in the family plot. It was decided the Secretary will communicate with Mr. Winn and instruct him to contact Sharon Arnold to make arrangements and learn about the associated prices, fees, and rules.
8. Trustee Update:
- 8.1) Czerwinski commented he applied for reappointment.
9. Calendar: the next meeting will be Monday June 5 at 4pm at Cemetery weather permitting.
10. Adjournment: Lupyak motioned, Czerwinski seconded, the meeting adjourned at 5:55 pm.

Respectfully Submitted,

Tricia Cook, Secretary

Eric Larusson, Chairman