

TRUCKEE CEMETERY DISTRICT REGULAR MEETING MINUTES 6/5/17

1. Call to Order: called the meeting to order at 3:10 pm.
2. Roll Call:
 - a. Present: Eric Larusson arrived at 3:20pm, Sharon Arnold, Ed Czerwinski, Sarah Lupyak, Archivist Chaun Mortier, IT Consultant Greg Zirbel, Secretary Tricia Cook
 - b. Absent: none
 - c. Guests: Cris Connolly met with the board to apply for assistant caretaker position previously held by Joe Aguera. See item 7.2 below.
3. Public Input: None
4. Consent Calendar:
 - 4.1) Minutes 5/8/17: Arnold submitted corrections: Joe Aguera was at the meeting, Clare Aguera should be noted in heading of agenda, Lupyak left early.
 - 4.2) Warrant Request TR0617 \$17,802.63 and TR0617E \$1,593.79. Arnold commented Rock and Rose spring clean didn't weed. Larusson commented the herbicide was in fact applied. CAPS will receive \$200 as a thank you for their participation in the Memorial Day Ceremony.
 - 4.3) Approval: Czerwinski motioned to approve the minutes as corrected and the Warrant Requests TR0617 and TR0617E, Lupyak seconded, motion passed unanimously.
5. Discussion Items:
 - 5.1) Secretary/Treasurer report: Secretary reported that the Rock and Rose irrigation package will be billed monthly at \$200. The secretary purchased a \$25 gift card from 7-11 for Barbara Smith as thanks for her help with the backflow testing.
 - 5.2) Caretaker Report: There were 5 burials. Rock and Rose has been difficult to work with, cited poor communication. Additionally, the quality of work is not acceptable. The servicing has been every other week, although the contract states that they would provide weekly landscape maintenance. The Chairman requested caretaker call and request they do service once a week. If there is a problem, the Chairman will contact them. Arnold requested the tool inventory include the cold storage shed, the eyewash station, and fire extinguishers. Arnold suggested the Caretaker to use Irish Spring for mouse poison and to use Round Up for weeds. Other alternatives were discussed.
 - 5.3) New Burials/ Cold Storage: 5 burials, names to be reported at next months meeting. Arnold commented that the Trustees need to discuss need for additional storage unit. This will be placed on the July 2017 agenda.
 - 5.4) Correspondence: Arnold commented that when VonFluee family contacts her, she will state they need to provide burial permit and perform no work.
 - 5.5) Archivist report: See attached. Archivist has moved all cemetery information to new webpage email. Archivist@truckeecemeterydistrict.com Data entry error was corrected. Purchased 20 dozen roses for Memorial Day Ceremony. 232 flags were put out for ceremony. Pictures were taken of each grave in 200

- and 300 sections with flags. Discussion regarding Ella Water's headstone that has sunk. Caretaker will retrieve it.
- 5.6) IT report: Photos were taken of the Memorial Day Ceremony and posted on social media. Zirbel will update phone greeting with new caretaker's information. Arnold requested the phone outgoing message direct callers to webpage.
6. Open Items:
- 6.1) Triumph Development: no comments
- 6.2) Wi-Fi and video surveillance of cemetery property: Zirbel commented that QC cameras coming out with newer better cameras, so will wait for that.
7. New Business:
- 7.1) Bids for lower cemetery pruning: tabled to next month
- 7.2) Interview for candidate for assistant caretaker: After discussion with Cris Connolly it was decided to hire him at \$15 per hour to assist the Caretaker.
- 7.3) Winterization recommendation for backflow valve from Barbara Smith. Caretaker agrees to follow Barbara Smith's recommendations in the fall to winterize the valve system.
- 7.4) Ballot for Special District Alternate Member: Board abstained from voting.
8. Trustee Update:
- 8.1) Arnold presented list of comments and questions for the Memorial Day Ceremony:
- 8.1)1. Joe Murray needs to be notified of names for program
- 8.1)2. Need more chairs
- 8.1)3. Possibly rent tent, discussed shade options
- 8.1)4. Not enough cookies
- 8.1)5. The board will reimburse for expenses (flowers, coffee, creamer, etc.) Cookies will be donated.
- 8.1)6. Where is the flagpole? In the shed? Caretaker will answer this mystery at the July meeting. Arnold suggested get a new flag every year.
- 8.1)7. One pot of coffee, one pot ice tea.
- 8.1)8. Thanks to Greg for extension cord.
- 8.1)9. Do not water lawn after Saturday night prior to ceremony
- 8.2) Czerwinski read email from the Reverend Jeanie Shaw regarding appreciating the opportunity to speak at the ceremony, and lauded the board for their dedication and passion to beautify the grounds and preserve the sacred history of Truckee.
- 8.3) Lupyak suggested flyers to advertise the ceremony next year.
9. Calendar: the next meeting will be Monday July 10 at 4pm at Cemetery weather permitting.
10. Adjournment: Czerwinski motioned, Lupyak seconded, the meeting adjourned at 4:42 pm.

Respectfully Submitted,

Tricia Cook, Secretary

Eric Larusson, Chairman