

# TRUCKEE CEMETERY DISTRICT

## REGULAR MEETING MINUTES

### 7/11/16

1. Call to Order: Chairman Ed Czerwinski called the meeting to order at 4:20 pm.
2. Roll Call:
  - a. Present: Eric Larusson, Sharon Arnold, Ed Czerwinski, Sarah Lupyak, Archivist Chaun Mortier, IT Consultant Greg Zirbel, Caretaker Miguel Gonzalez, Secretary Tricia Cook. Clare and Joe Aguera arrived late.
  - b. Absent: none
  - c. Guest: Michael O'Conner of Triumph Development, Board legal counsel Brent Collinson.
3. Public Input:
4. Consent Calendar:
  - 4.1) Minutes 6/13/16: Arnold commented she would like the Archivist to note the names of the people involved in burying cremated remains in the Trustee update of June. She conveyed the names involved to Chaun Mortier.
  - 4.2) Warrant Request TR0716: Arnold motioned to approve \$20,335.98, Lupyak seconded, motion passed
  - 4.3) Aguera motioned to approve minutes, Arnold seconded, motion passed.
5. Discussion Items:
  - 5.1) Secretary/Treasurer report: Biennial Conflict of Interest – there were no proposed amendments. Arnold questioned if volunteers are covered by our liability insurance policy. Secretary will call broker and get answer in writing.
  - 5.2) Caretakers report: Gonzalez reported routine maintenance was done in June. Aguera commented that she and Joe Aguera approved the expenditures noted in last month's minutes, and apologized for going over the budget; however it was necessary to bring the cemetery grounds to a presentable condition for the Memorial Day Ceremony after winter closure. Discussion regarding the policy of caretaker and secretary spending. This item will be included on the August agenda. Arnold asked if Gonzalez had found the gate manual, he answered no. Maintenance including fireproofing of gazebo roof –Gonzalez will check when it was last done. Arnold gave Gonzalez a schedule template to use to comply with Government Code section 835-835.4 regarding record keeping of safety inspections to protect the cemetery from lawsuits. Joe Aguera commented that he clarified to Gonzalez he cannot use the gas card unless he is on Cemetery business.
  - 5.3) New Burials: Lopez 701/1 cremated remains, no burial permit. Burial permit will be located. Gonzalez to speak to Joe Murray regarding.
  - 5.4) Correspondence: Trustees reported problems with printing meeting materials.
  - 5.5) Archivist report: No minutes on website for June yet. Showed interment cards to Eric and Sara for reference. Still working on website changes suggested by trustees.
  - 5.6) IT report: Updated telephone outgoing message. Final interment order copies were distributed to trustees.
6. Open Items:

- 6.1) Triumph Development Michael O'Conner: Mr. O'Conner presented a draft agreement with the intent to honor the 2008 Peoria/ Barsell agreement terms, including paying the balance of the \$60,000 to mitigate fencing costs, dedicate the land for cold storage building including granting a parking and access easement to cold storage from their property. Parking will be made available for services. There will be a manager for the apartment buildings and the hotel will have management staff. Arnold wanted language in agreement for cease of construction during any services. Additionally, O'Conner proposed that Triumph will improve Jibboom St. and add sidewalk to facilitate completing the dedication of the road to the Town of Truckee, with a right of way easement with the Town of Truckee. Lupyak commented she would not like Jibboom to be a thoroughfare to preserve the peace and sanctity of the grounds. O'Conner stated he would investigate means of slowing traffic by the Cemetery property. The board informed Mr. O'Conner that they will consider the information and proposal and will be ready to make a decision at the August meeting. Larusson will provide comments on the landscaping plan. Arnold commented that parking during the Memorial Day ceremony will be problem. It was agreed that Czerwinski will be the contact person for the board until the next meeting.
- 6.2) Alternative suggestions regarding 'Angel Garden': Arnold commented on the memorial items being left on graves in disregard to the posted rules. She provided the board with a packet of pictures, language of rules posted as well as rules in the SOPP. Discussion regarding changing wording on rules. It was decided to leave the rules as written use discretion to remove dilapidated items as needed. After discussion and review of Arnold's materials presented including photos and SOPP ruler regarding coping, it was decided the wood coping should be removed from the 'Angel Garden' and replaced with a delineation made of pavers. This work will not be funded with tax revenue; it will be funded by donations. A mower should be able to go over the pavers. Aguera commented that Mortier should communicate with the Wainscoats regarding this decision. Lupyak motioned to approve pavers to delineate the baby cemetery, Aguera seconded, motion passed.
7. New Business: none
8. Trustee Update: Arnold commented she would like the gates closed at night. Larusson commented that it is very problematic to deed over the road to the Town of Truckee and the road becomes a thoroughfare.
9. Calendar: the next meeting will be Monday, August 1, 2016 at 4pm at the Cemetery.
10. Adjournment: Aguera motioned, Lupyak seconded the meeting adjourned at 7:00 pm.

Respectfully Submitted,

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Tricia Cook, Secretary

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Edmund Czerwinski, Chairman