

Pine Grove Cemetery District
P. O. Box 311
McArthur, CA 96056

MINUTES

Nov. 08, 2017

1. The Pine Grove Cemetery District Board of Trustees meeting was called to order at 4:00 PM by Chairperson Arleen Earnest. The following people were present: Directors: Calvin Carpenter, Marlene Van Staaveren, Robert Dye, and employee, Kelly Shuler. Guests: none.
2. **Additions or Corrections:** Change Item #13 to an Action item.
3. **Public comments:** none
4. **Minutes of Previous Meeting:** Robert Dye moved Marlene Van Staaveren seconded to approve the Oct. 11, 2017 minutes. Motion carried.
5. **Bills and Deposits:** The Board was given a list of the bills that have been paid online by Kelly Shuler and Arleen Earnest since the Oct. 11, 2017 meeting that totaled \$3,841.60. Marlene Van Staaveren moved Calvin Carpenter seconded to approve the bills. Motion carried.
6. **Review of Month-End Report:** Done
7. **Review of Time:** Done
8. **Comments of Board Members:** none
9. **Manager's Report:** See attached.
10. **Audit Report Acceptance:** Marlene Van Staaveren moved Calvin Carpenter seconded to accept the 16/17 audit report by Charles Pillon. Motion carried.
11. **Adopt Capitalization Limit:** Calvin Carpenter moved Robert Dye seconded to adopt a \$2500.00 capital limit as suggested by auditor. Motion carried.
12. **Land Acquisition Fund Transfer:** Marlene Van Staaveren moved Calvin Carpenter seconded to transfer \$10,000.00 from Land Acquisition Account-00410 into Operating Account 00408-061000(Capital Asset & Bldg.Improvement) to pay for new pump at Fall River Cemetery. Motion carried.
13. **Board Vacancy:** Robert Dye moved Marlene Van Staaveren seconded to nominate Fall River Mills resident Debbie Dennis to fill the vacancy left by Jerry Duncel and to begin the process of Shasta County approval. Motion carried.
14. **Brochure:** ongoing
15. **Items for next Month's meeting:** review of 2017. (no meeting in December)
16. **Adjournment:** Next regular meeting January 10, 2018 4PM. Meeting adjourned 4:55 PM.

Respectfully submitted,

Arleen Earnest – Chairperson

Kelly Shuler - Manager