**CHESTER CEMETERY DISTRICT**

**BOARD OF DIRECTOR’S MEETING MINUTES**

**AUGUST 27, 2021 AT 1:00 PM**

**CHESTER COURTHOUSE**

**FIRST AVE. & WILLOW WAY**

**1. Call to order at 1:05 pm:** Attending board members: Tammie Helsel,

Judy Hardig, Carol Morgenroth, Dennis Speciale, George Grams.

 Public: Karen Merriman, Jim Fleming, Gregg Scott, Billy Metcalf.

**2. Public comment:** None

**3. Approval of agenda:** Carol moved to approve agenda, seconded by

 Dennis Speciale. Motion carried unanimously.

**4. Approval of minutes for June 10, June 22, July 29 meetings:** Carol

 moved to approve minutes, seconded by Judy Hardig. Motion

 carried unanimously.

**5. General Manager job opening:** In the July 29, 2021 meeting, it was

 decided that this position would be posted, which did not occur.

 There was a discussion with Tammie Helsel as to her interest in

 applying for the General Manager position on an interim basis. The

 process of flying the position for a 90 day period would take place.

 Tammie would be required to resign as a board member with no

 option of returning unless a vacancy in the future becomes available.

 Judy Hardig will research flying the position with Plumas County.

**6. Insurance adjuster’s report of Dixie Fire damages and losses:**

 Tammie Helsel will provide loss list for board member review

 before turning in to the insurance company.

**7. Collins Pine Company damaged tree removal:** Collins Pine will

 remove dead and dying trees outside the cemetery perimeter

 as part of the process of removing trees on their land. It is

 adjacent to cemetery property. Also, agreement to search for an

 arborist to examine trees within the cemetery and recommend

 action as far as removal etc. Motion for both items made by

 George Grams, seconded by Judy Hardig. Motion carried

 unanimously.

**8. Temporary office:** An unoccupied office in the courthouse is

 available for usage to conduct cemetery business as well as

 storage of records saved from the fire. The board thanked

 Tammie Helsel and her husband Mark for saving some of the records

 before the building burned down. Judy Hardig will contact Sherrie

 Thrall and possibly Department of Facilities Services in Quincy, CA

 to get instructions on what is needed to officially request usage of

 the courthouse office. Motion made by Judy Hardig and seconded

 by George Grams, to place a 60 day moratorium on burials (grave or

 cremation), or any activity within the cemetery grounds so as to

 allow enough time to get proper clearance/safety protocol to enter

 the property and begin providing service again. Motion carried

 unanimously.

**9. Approve repair of well:** George Grams will look into obtaining

 estimates for repairing the well, which will be submitted to the

 insurance company.

**10. Closed session:** Katie Wyrick/Prattville Cemetery clean up. Motion

made by Carol Morgenroth, seconded by Judy Hardig to issue a

 check for $1,800 to Katie Wyrick in payment of the Prattville

 Cemetery annual debris removal. Motion carried unanimously.

**11**. **Adjournment:** Meeting adjourned at 3:34.

**12. Next scheduled meeting:** Thursday Sept. 9, 2021 at 9:00 am,

in Chester Courthouse (behind the Sheriff’s Office) First Avenue

 and Willow Way.

 **Minutes taken and prepared by Judy Hardig**