Chester Cemetery District
Board of Directors Meeting Minutes
February 11, 2020 at 1:00pm
Chester Cemetery Office, 1400 Hwy 36, Chester, CA

1. Call to Order at 1300 hours. Present are Barbara Scally, Joann Wheatley, Fred Biscotti, Karen Lichti. One guest: Wanda Floyd.
2. Public Comment: None
3. Minutes of the October Meeting: Motion was made and seconded to accept the October
 Minutes as presented. Motion was passed unanimously.
4. Treasurer’s Report for October, November, December, 2019 & January, 2020: Motion was made and seconded to accept the October, November, December 2019 and January 2020 Treasurer’s reports as presented. Motion was passed unanimously.
5. Manager’s Report for October, November & December 2019 and January 2020: Report was verbal. Fall time was spent cleaning up the cemetery to close for winter. After a slow winter, the cemetery is starting to get cases again. With the snow almost gone we are open for burials again.
6. Communications/Correspondence: None
7. Old Business:
 A. Policy Manual: Joann made some corrections and suggestions to the manual . Those will be complied and redistributed for further refining.
 B. New Columbarium: There is a need for a new columbarium. It can be places on the cement by the flag pole. Karen was asked to seek prices for it and the placement of it. Suggestions to raise the capital were to presale the niches and advertise.
 C. The auditor was here in early December. Karen was asked to contact hime and see when the audit will be completed.
8. New Business:
 A. Letter of Resignation: The district received a letter of resignation from the Board member Rick Thompson. A motion was made and seconded to accept the resignation of Mr. Thompson. A motion was made and seconded to accept the resignation of Mr. Thompson. Motion passed unanimously.
B. Vote on possible new Board Member: We received an application for a new Board Member from Wanda Floyd. Her name was submitted to the Plumas County Board of Supervisors for acceptance. A motion was made and seconded to have Wanda Floyd take Mr. Thompson’s Board Member position. Motion passed unanimously.

The oath of office was given to Wanda Floyd and she took her seat as a Board Member.

C. New Cemetery Manager: Mr Fred Biscotti has asked to resign as the Chester Cemetery Manager. He would like to semi retire and just be an at will employee. He has recommended Karen Lichti to become the new Chester Cemetery Manager. Motion was made to accept Mr Biscotti’s resignation and recommendation that Karen Lichti become the new Chester Cemetery District Manager. Motion seconded. Motion passed unanimously. These changes will take effect March 1, 2020. The Board asked that MRs. Lichti maintain her position as Board Secretary. Mrs. Lichti accepted.

D. Forms 700: It is time for all Board members and managers fo fill out and turn in Form 700. All are in at this time but one.

E. Update General Manager’s Job Description: An updated version of the General Manager’s job description was passed out for the Board to consider. Further discussion and adoption will be held at the March Board Meeting.

F. Update the Chester Cemetery Holiday schedule: This was tabled until the March Board meeting.

9. Adjournment: Motion was made, seconded and passed unanimously for adjournment at 1345 hours.

Next regularly scheduled meeting is Tuesday March 10, 2020 at 1:00pm.