



Monday, February 11, 2019, at 12:00 p.m.
Silveyville Cemetery District Office
800 S. 1st Street, Dixon, CA 95620

MEETING MINUTES

A. CALL TO ORDER The meeting was called to order by Board Chairperson C. Gill at 12:00 p.m.

B. Attendees stood and recited the Pledge of Allegiance.

C. ROLL CALL

Present Cindy Gill – Board Chairperson
Marcy Savala – Vice Chairperson
Emily Rowe – Trustee
Bill Birdsong - Trustee

Also Present Melissa Apaka – District Manager
Jennifer Huff – Clerk of the Board
Susan McCaffery – Tremont Mite Society
Marjorie Hyde-Hoffelt – Tremont Mite Society
Leslie Hoffelt – Tremont Mite Society

D. PUBLIC COMMENT

- S. McCaffery introduced herself as the President of the Tremont Mite Society. She shared some family history regarding the Tremont area and requested that the Board consider allowing the Tremont Mite Society to hold their biannual social at the Tremont church and cemetery property on April 28, 2019, which is the last Sunday in April. She also asked that the Board consider having the church unlocked during the social even though the accessibility ramp may not be completed by that time.

E. CORRESPONDENCE/ANNOUNCEMENTS

- None

F. CONSENT AGENDA

- Regular Meeting Minutes for January 25, 2019 – meeting minutes were delivered to the trustees. E. Rowe made a motion to approve the January 25, 2019 minutes amended. M. Savala seconded the motion. 4 Ayes. Motion Carried.
- Approval of Expenditures for January 2019 – B. Birdsong made a motion to approve the January 2019 expenditures. M. Savala seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

- District Manager's Report for January 2019 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. M. Apaka informed the trustees that M. Savalas reappointment was approved at the 2/5/2019 Board of Supervisors meeting and that Supervisor Vasquez's office has acknowledged the resignation of M. Kittyle. M. Apaka reported on an electrical issue with office heater and shared photos.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Portable Restroom Trailer – M. Savala – New estimates were presented for discussion. M. Savala made a motion to purchase the 2-stall portable restroom trailer for \$39,523. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
2. Employee Handbook Smoking & tobacco use policy – Section 13.5 – M. Apaka presented updated proposed changes to this policy to make the district a smoke free workplace. M. Savala made a motion to approve the changes as presented. E. Rowe seconded the motion. 4 Ayes. Motion carried.
3. Placement of Historical Plaque for Tremont Church – four possible placement position photos were taken by the office staff and presented to the Trustees. It was unanimous that everyone liked it best placed under the front porch light to the left of the front door of the church. E. Rowe made a motion to have the staff coordinate the installation of the plaque in the unanimously agreed upon location. M. Savala seconded the motion. 4 Ayes. Motion carried.
4. Tremont Church Accessibility – included in the board packets prior to the meeting was a copy of the architect sketch, "Scheme A" that the trustees had previously agreed they liked best. After some discussion, M. Savala made a motion to have the staff to start the process of obtaining bids from contractors to build the accessibility ramp as indicated in "Scheme A". E. Rowe seconded the motion. 4 Ayes. Motion carried.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries – M. Apaka provided a copy of an estimate to each Trustee for fixing the cemetery streets, curbs and gutters. The trustees would like to meet with the contractor and ask questions at the next board meeting if possible. M. Apaka will also invite the arborist to attend the next meeting so the district, the contractor and the arborist can all discuss the project together.
2. Update of District Bylaws – the meeting date and time had been changed and needed to be updated in the bylaws and the certification needed to be updated to reflect the change as well as the current chairperson and clerk of the board. M. Savala made a motion to approve the update to the bylaws as indicated and to recertify the bylaws. E. Rowe seconded the motion. 4 Ayes. Motion carried.
3. Update of BP 501.3 – Marker Policy for monument companies – M. Apaka informed the trustees that many times when monument companies install markers, they use concrete forms but never return to remove them. M. Apaka is proposing adding a requirement to this policy that the monument companies must return to remove their concrete forms. M. Savala made a motion to add this requirement in the policy stating that the wood forms must be removed within 30 days of installation. B. Birdsong seconded the motion. 4 Ayes. Motion carried.


I. BOARD MEMBER'S COMMENTS

- M. Savala – Good to see the Tremont Mite Society at our meeting and they are always welcome at our meeting. Melissa and Jennifer are doing an outstanding job.
- E. Rowe – Delighted that we are proceeding on the accessibility of the Tremont church.
- B. Birdsong – Thanked M. Savala for the update on M. Kittyle.

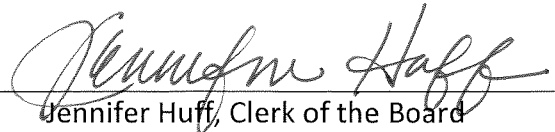
J. CHAIRPERSON'S COMMENTS

- C. Gill – Keep M. Kittyle and her family in our prayers. Glad the Tremont Mite Society was present today.

K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 1:15 p.m. The next regular board meeting is scheduled for Monday, March 11, 2019, at noon.



Cindy Gill – Board Chairperson



Jennifer Huff, Clerk of the Board