



Monday August 13, 2018 at 3:00 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 Chairperson M. Kittyle at 3:00 p.m.

B. Attendees stood and recited the Pledge of Allegiance.

C. ROLL CALL

Present Margarite Kittyle – Chairperson
Scott de Bie – Vice Chairperson
Marcy Savala – Trustee
Emily Rowe – Trustee

Also Present Melissa Apaka – District Manager
Jennifer Huff – Clerk of the Board
David Price – Groundsman
David Ward – Groundsman
Mark Marshall – Golden State Risk Management

Absent Cindy Gill – Board Secretary

D. PUBLIC COMMENT

- None

E. CORRESPONDENCE/ANNOUNCEMENTS

- Email from Solano County Building Division
- Jeppson & Griffin, LLP letter dated 08/03/201

F. CONSENT AGENDA

- Approval of July 2, 2018, Regular Meeting Minutes – M. Savala made a motion to approve the July 2, 2018 regular meeting minutes. S. de Bie seconded the motion. 4 Ayes. Motion carried.
- Approval of July 2018 Expenditures – S. de Bie made a motion to approve the July 2018 expenditures. E. Rowe seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

- District Manager's Report for July 2018 – M. Apaka spoke briefly about the July Manager's report, answered questions accordingly. M. Apaka communicated that we have received the final audit report from the auditor. She advised the board to read audit and if needed we can put it on the agenda for next month.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. ADA Compliance for Tremont Church – Mark Marshall from GSRMA was on hand to share information regarding the accessibility of Tremont Church. Per the email from Solano County Building Division we are not exempt to ADA compliance. After a brief discussion we will seek quotes for a wheel chairlift. S. de Bie presented a sketch of possible placement and concrete path to ramp and portable toilet. J. Huff will collect quotes and detailed information for the next meeting.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries
 - Cemetery Equipment Needs – M. Apaka presented an equipment comparison spread sheet for possible purchase of new equipment. She explained what equipment is being used for opening and closing of burial plots and 3 options for new purchase. After discussion M. Savala made a motion to purchase the Wacker Neuson 3001 dumper for \$47,495.00. E. Rowe seconded the motion. 4 Ayes. Motion carried.
 - Office Pergola – J. Huff presented proposals per the request of the board. 4 quotes were provided. After brief discussion M. Savala made a motion to have pergola installed by California Sunrooms for \$8,200.00. E. Rowe seconded the motion. 4 Ayes. Motion carried.
2. Federal Surplus Property Program Renewal – M. Apaka informed the trustees that this is just the renewal application. S. de Bie made a motion that we renew our application. M. Savala seconded the motion. 4 Ayes. Motion carried.
3. Designate Funds – 2017/2018 – M. Apaka informed the board that we have excess funds that need to be moved from the 2017/2018 fiscal year. We have two amounts of money that needs to be moved. M. Savala made a motion to move \$200,000.00 from the general fund to the Capital Improvement Fund. S. de Bie seconded the motion. 4 Ayes. Motion carried. S. de Bie made a motion to move the collected endowment fees from the fiscal year in the amount of \$29,603.65 to the reserve endowment account. E. Rowe seconded the motion. 4 Ayes. Motion carried.
4. Legal representation – We received a letter from Jeppson & Griffin, LLP informing us that Mark Valasquez will no longer be with them as of 08/13/2018. M. Apaka suggested that we follow Mr. Valasquez to Best, Best & Krieger LLP as he is familiar with our district and Jeppson & Griffin, LLP will no longer have attorneys with cemetery experience. M. Savala made a motion that we follow Mr. Valasques to Best, Best & Krieger. S. de Bie seconded the motion. 4 Ayes. Motion carried.
5. District email communication – M. Apaka shared an article regarding use of personal email for district business that was in the PCA newsletter and recommends that the district create gmail accounts for

those trustees who utilize e-mail communication. J. Huff will work with the trustees to set up these new accounts as needed.

I. BOARD MEMBER'S COMMENTS

- S. de Bie – Announced that he is resigning from the Board of Trustees effective 08/15/2018 and that this would be his last meeting. He informed us that he will be retiring and moving from Dixon. He stated that it has been a pleasure serving on the board. He also stated that all the cemeteries look the best they have looked. He has enjoyed working with such a dedicated board and competent staff.
- E. Rowe – Showed the official historical designation plaque for the Tremont Church. Plaque was purchased by the Tremont Mite Society.
- M. Savala – Reminded trustees of conflict of interest and referred to the Brown Act. She also said that all the cemeteries looked great.

J. CHAIRPERSON'S COMMENTS

- All three cemeteries look beautiful, nice.

K. ADJOURNMENT Meeting was adjourned by Board Chairperson M. Kittyle at 4:45 p.m. The next regular board meeting is scheduled for Monday, September 10, 2018 at 3:00 p.m.


Margarite Kittyle – Board Chairperson


Jennifer Huff, Clerk of the Board

