



Monday, January 3, 2020, at 12:00 noon  
Linde Lane Tea Room  
140 N Jackson 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. 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

C. PUBLIC COMMENT

- None

D. CORRESPONDENCE/ANNOUNCEMENTS

- None

E. CONSENT AGENDA

- Regular Meeting Minutes from November 4, 2019 – Minutes were delivered to the trustees for review/comments. M. Savala made a motion to approve the minutes from November 4, 2019. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
- Approval of Expenditures for November 2019 – November expenditures were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the November expenditures. E. Rowe seconded the motion. 4 Ayes. Motion carried.
- Approval of Expenditures for December 2019 – December expenditures were provided to the board at the meeting for review/comments. M. Savala made a motion to approve the December expenditures. E. Rowe seconded the motion. 4 Ayes. Motion carried.

F. INFORMATION ITEMS

## DISTRICT MANAGERS REPORT

- District Manager's Report for December 2019 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. In addition, M. Apaka informed the trustees that a boy scout stopped by the office hoping to do an eagle scout project for the District. M. Apaka shared that she was going to ask the scout to relocate the Silveyville Cemetery District sign to the front lawn area where he could create a raised planter/flowerbed around the sign and replace all the grass with sod.

## INVESTMENT REVIEW

- Quarterly Portfolio Review – M. Savala briefly went over the investment portfolio. She informed the trustees that some of the numbers still appear skewed after the move from Wells Fargo to Stifel. The factors that have contributed are some maturing bonds along with the timing of the move and creating the separate accounts. She is going to call Sandra Wheeler to get further clarification and is confident that by the next investment review, all the hiccups will be resolved.

## G. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

### OLD BUSINESS

1. None

### NEW BUSINESS

1. Reorganization of Board Officers – E. Rowe made a motion to keep the current officers in place. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
2. Update of District by Laws – Annual update of District by Laws. M. Savala made a motion to continue using the current District by Laws. B. Birdsong seconded the motion. 4 Ayes. Motion Carried.
3. Conditions & Maintenance of Cemeteries – M. Apaka updated the trustees regarding the status of the water damage in the office due to the roof leak. Work is progressing nicely, and we are hoping to be out of the temporary office by the end of the 2 month minimum rental of it. Per the telephone polls to the trustees for emergency work to be done; we will be confirming the votes as follows:
  - New HVAC – Office – The current HVAC unit has been arcing and causing some other issues and only operating intermittently. A temporary repair to the unit took place on November 29, 2019 and the unit was still not heating the office effectively. The office staff obtained three bids to replace the HVAC system. After review and phone calls made to the trustees by M. Apaka, the board approved the bid from Blakes HVAC in the amount of \$7,611.00. M. Savala made a motion to confirm the phone poll approving the replacement of the HVAC unit. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
  - New Roof – Office - The roof as you recall had a leak and repair back in 2017. The District encountered a major leak over the Thanksgiving holiday and was discovered on 12/2/2019. The office staff contacted 4 roofing companies. All 4 companies came out and met with office staff and only one actually submitted a bid. After review and phone calls made to the trustees by M. Apaka, the board approved the bid from Solano County Roofing in the amount of \$29,695.00. M. Savala made a motion to confirm the phone poll approving the roof replacement. B. Birdsong seconded the motion. 4 Ayes. Motion carried.

M. Savala made a motion to confirm the phone poll approving the roof replacement. B. Birdsong seconded the motion. 4 Ayes. Motion carried.

- New Floor – Office – The office staff has slowly been updating the cemetery office as the board has approved. With all the repairs being done in the office and all furniture moved out for the repairs, and the current flooring being approximately 35 years old, M. Apaka presented the idea of it being the ideal time to replace the flooring in the main office/reception area. After review and phone calls made to the trustees by M. Apaka, three of the board members were in favor of the new flooring. E. Rowe opposed the idea. Because the majority was in favor, the board approved the bid from Gillespie's Abbey Carpet in the amount of \$3,882.00. After a brief discussion in the meeting, E. Rowe requested to change her vote. M. Savala made a motion to re-vote for the replacement of the flooring in the main office / reception area. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
4. Medical Benefits – M. Apaka provided a spread sheet of the current cost of medical benefits. Due to the increasing cost of medical benefits, she asked the board to consider the idea of covering employees' dependents in some way. Examples of coverage from other cemetery districts were provided. After discussion, M. Savala made a motion that effective immediately (01/03/2020) the district continue to pay 100% for the full-time district employee's medical benefits and 80% of the dependent's benefits. The employee would be responsible for the 20% cost the District isn't covering. B. Birdsong seconded the motion. 4 Ayes. Motion carried.

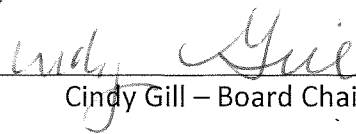
I. BOARD MEMBER'S COMMENTS

- E. Rowe – Good Job to M. Apaka & J. Huff during the office displacement. The temporary office looks great!

J. CHAIRPERSON'S COMMENTS

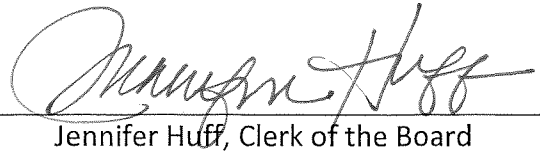
- None.

K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 12:44 p.m. The next regular board meeting is tentatively scheduled for Monday, February 10, 2020, at noon.



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Cindy Gill – Board Chairperson



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Jennifer Huff, Clerk of the Board