



Tuesday, June 2, 2020, at 10:00 AM
Silveville Cemetery District Office
800 S. 1st Street, Dixon, CA 95620

REGULAR MEETING | MINUTES

A. **CALL TO ORDER** The meeting was called to order by Board Chairperson C. Gill at 10:00 AM.

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

D. **PUBLIC COMMENT**

- None

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- Email from GSRMA dated 5/19 RE: 7% award to SCD recognizing safety practices (RMAP program) M. Apaka had forwarded the e-mail to each trustee when it was received however the board wanted to make comments at this meeting. Board is extremely happy with the 7% award from GSRMA and the districts participation in this program.

F. **CONSENT AGENDA**

- Regular Meeting Minutes for May 11, 2020 – Minutes were delivered to the trustees for review/comments. E. Rowe made a motion to approve the May minutes with the correction. M. Savala seconded the motion. 4 Ayes. Motion carried.
- Approval of Expenditures for May 2020 – Expenditures were delivered to the trustees for review/comments. M. Savala made a motion to approve the May expenditures. B Birdsong seconded the motion. 4 Ayes. Motion carried.

G. **INFORMATION ITEMS**

- District Manager's Report for May 2020 – M. Apaka spoke briefly about the Manager's reports, answered questions accordingly. She also had answers to some questions that were asked at the last board meeting pertaining to GSRMA insurance coverage.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Tremont Exterior South wall bid – M. Apaka provided an estimate for repairs to the south wall of the church. M. Savala made a motion to accept the estimate from Standfill Custom Construction with a request for a more detailed line item estimate and an approximate start date. E. Rowe seconded the motion. 4 Ayes. Motion carried.
2. COVID-19 Policy – M. Apaka share a modified COVID-19 policy that families are to follow during this current pandemic. After a brief discussion, B. Birdsong made a motion to approve the new policy. M. Savala seconded the motion. 4 Ayes. Motion carried. The new policy will be BP 501.12. Copies of the new policy will be provided for trustee binders at the next board meeting.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries

- Exterior Painting of Office Building – M. Apaka provided exterior painting quotes for the exterior of the main office building for approval and consideration. M. Savala made a motion to approve the proposal from Universal Painting in the amount of \$4950. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
 - M. Apaka will coordinate with the Tremont Mite Society the return of the organ and other items belonging to their group that have been inside the Tremont church.
 - C. Gill shared that she is interested in getting survey quotes on putting some of the original avenues back at the Binghamton cemetery. She will have more info provided at the next meeting.
2. FY 2020-2021 – GANN Appropriations Limits - M. Savala made a motion to resolve the appropriations limit as submitted by Solano County. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
 3. Bench Placement Policy – M. Apaka provided trustees with a proposal for bench placement policy. After a brief discussion M. Savala made a motion to approve the proposed bench policy with the changes as discussed. B. Birdsong seconded the motion. 4 Ayes. Motion carried. The new policy will be BP 501.2A. Copies of the new policy will be provided for trustee binders at the next board meeting.
 4. Employee Appraisals / Annual Raise Consideration – Trustees reviewed all staff appraisals. M Savala made a motion to award raises as discussed and directed the District Manager to inform each employee privately. B. Birdsong seconded the motion. 4 Ayes. Motion carried.

I. CLOSED SESSION: **RESCHEDULED FOR JUNE 18, 2020 @ 10:00 AM**

*PERSONNEL: Pursuant to Gov. Code 54957 & Public Employee Annual Performance Evaluation(s)
Pursuant to Gov. Code 54945.6:*

The Board will meet in Closed Session to consider the appointment, employment, evaluation of performance, discipline, resignation, retirement, dismissal, and/or complaint of a public employee(s).

Title: District Manager Annual Appraisal

J. BOARD MEMBER'S COMMENTS

- None.

K. CHAIRPERSON'S COMMENTS

- Kudos to staff and family for putting flags out on Memorial Day for our Veterans.

L. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 11:51 AM. The next regular board meeting is tentatively scheduled for Monday, July 13, 2020 at noon.



Cindy Gill – Board Chairperson



Jennifer Huff, Clerk of the Board