



Monday, April 12, 2021, at 10:00 AM  
Silveyville 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. FLAG SALUTE Attendees stood and recited the Pledge of Allegiance.

C. ROLL CALL

Present Cindy Gill – Board Chairperson  
Bill Birdsong – Vice Chairperson  
Raymond Jensen - Trustee  
Mark Cooley - Trustee

Also Present Melissa Apaka – District Manager  
Jennifer Huff – Clerk of the Board

Guest Emily Rowe

Absent Marcy Savala – Trustee

D. PUBLIC COMMENT

- E. Rowe addressed the board regarding wanting to donate her piano. She provided a photo and brief description of the piano. She also requested that she be allowed to replace a plant that had died that was originally planted in her family plot at the Tremont cemetery.

E. CORRESPONDENCE/ANNOUNCEMENTS

- None

F. CONSENT AGENDA

- Approval of Regular Meeting Minutes for March 15, 2021. Minutes were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the March 15th regular meeting minutes. R. Jensen seconded the motion. 3 Ayes. 1 Abstain (M. Cooley) Motion carried.
- Approval of Expenditures for March 2021. Expenditures were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the expenditures as presented. R. Jensen seconded the motion. 3 Ayes. 1 Abstain (M. Cooley) Motion carried. M. Apaka informed the trustees that we will need to move money from a reserve account to this fiscal year's budget due to the tree/wind damage in January along with other expenses that were not budgeted for. B. Birdsong made a motion to move \$60,000 from the fund balance to the general budget. R. Jensen seconded the motion. 4 Ayes. Motion carried.

## **G. INFORMATION ITEMS**

- Welcome New Trustees – DM welcomed both M. Cooley and R. Jensen to the board first and foremost we are super excited to finally have a full board.

### **DISTRICT MANAGERS REPORT**

- District Manager's Reports for March 2021 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. DM updated trustees on new OSHA COVID policy and recent training regarding COVID staff safety procedures. Reminded all trustees on Ethics and Harassment trainings that need to be completed.

### **INVESTMENT REVIEW**

- Investment Portfolio Review (M. Savala) – tabled for May 12<sup>th</sup> meeting since M. Savala was absent.

## **H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS**

### **OLD BUSINESS**

1. Binghamton: Survey – DM followed up. Staking is complete. Provided a map to the trustees that shows the areas that were staked (three different colors). Two quotes were provided for the two-rail split rail fencing. After brief discussion there is no need to move the existing fence. R. Jensen made a motion to accept the quote from Morgan fence. B. Birdsong seconded the motion. 4 Ayes. Motion carried. Once the fence is installed the plan is to add recycled crushed concrete to create the avenues. The crushed concrete will be donated to the district.

### **NEW BUSINESS**

1. Tremont Donation Request - The board discussed the possible piano donation that Ms. Rowe spoke about during the public comment. The primary concerns the board has are the size of this piano and the maintenance/upkeep. R. Jensen made a motion to deny the piano donation. B. Birdsong seconded the motion. 4 Ayes. Motion carried. The board discussed the plant request briefly and since it would not be in compliance with the current policy are unable to approve it. B. Birdsong made a motion to deny the request for the plant at the Tremont Cemetery. 4 Ayes. Motion carried. M. Apaka will follow-up with E. Rowe regarding the board's decision.
2. Conditions & Maintenance of Cemeteries – Everything looks good.
3. Modify wage ranges and job descriptions. – Due to the minimum wage increases over the last few years that will continue to increase over several more years, the DM recommended the board update the policies to reflect wages accordingly. B. Birdsong made a motion to adjust the rates of pay to accommodate with new and changing minimum wages well as the district staff's current wages. M. Apaka will update the policies and update the trustee binders with the updates.

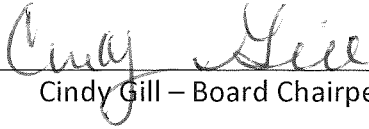
## **I. BOARD MEMBER'S COMMENTS**

- B. Birdsong – none
- M. Cooley – none
- R. Jensen – none

**J. CHAIRPERSON'S COMMENTS**

- C. Gill – Welcome to new trustee M. Cooley.

**K. ADJOURNMENT** Meeting was adjourned by Chairperson C. Gill at 10:57 AM. The next regular board meeting is tentatively scheduled Monday, May 12, 2021 at 10:00 am.



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Cindy Gill – Board Chairperson



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Jennifer Huff, Clerk of the Board