



Monday, October 7, 2019, at 12:00 noon
Silveville 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

D. **PUBLIC COMMENT**

- None

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- GSRMA email RE: GSRMA election information

F. **CONSENT AGENDA**

- Regular Meeting Minutes for September 9, 2019 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the minutes from September 9, 2019, E. Rowe seconded the motion. 3 Ayes, 1 Abstained (B. Birdsong absent). Motion Carried.
- Approval of Expenditures for September 2019 – monthly expenditures were delivered to the trustees. B. Birdsong made a motion to approve the September 2019 expenditures. M. Savala seconded the motion. 4 Ayes. Motion carried.

G. **INFORMATION ITEMS**

DISTRICT MANAGERS REPORT

- District Manager's Report for September 2019 – M. Apaka mentioned that the district audit was underway and the auditor planned to visit the office later this week to examine documents.

INVESTMENT REVIEW

- Quarterly Portfolio Review (M. Savala) – As of August 31, 2019 the total investment amount is \$1,040,460.23.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Board Meeting Time – After further discussion with all trustees present, the consensus is that the Districts meetings will continue to be held on the second Monday of each month at noon.
2. Tremont accessibility ramp – E. Rowe spoke with M. Apaka several weeks ago regarding the approved plans for the ramp and felt strongly that the board should re-evaluate the plans and consider making the porch stretch across the entire front of the church with the ramp attaching accordingly. M. Apaka contacted Ryan at In Scale Designs and asked if he could send a modified plan to reflect this change so the trustees could re-evaluate the porch portion of the ramp project. M. Apaka provided the trustees both the original approved plan as well as the modified plan. The trustees agreed the modified version was better and thanked E. Rowe for her persistence of getting it back on the agenda. M. Savala made a motion to approve the modified plans for the ramp which shows the porch being constructed across the entire front of the church. B. Birdsong seconded the motion. 4 Ayes. Motion carried. In addition, M. Apaka will provide the two contractors who have provided bids the updated plans so they can revise their bids accordingly. Bids will be presented to the trustees no later than the November meeting for a decision and approval. M. Apaka also informed the board that many contractors that were contacted did not wish to bid this job due to it being a rather small prevailing wage job.
3. Investment/B.P. 403 – Investment Policy (refer to 403.14) M. Savala received a call from Sandra Wheeler notifying her that Sandra had left Wells Fargo. M. Savala asked S. Wheeler if the District was interested, could the investment be moved out of Wells Fargo to the new company that S. Wheeler has started with. S. Wheeler indicated that it was possible. M. Savala asked that info be sent out to her to share with the other trustees to discuss and decide if the investment should be moved. M. Savala shared the info with the trustees from Stifel Investment Services. The trustees reviewed the information and after some discussion, E. Rowe made a motion to move the investment out of Wells Fargo to Stifel investment Services. B. Birdsong seconded the motion. 4 Ayes. Motion carried. M. Savala will coordinate with S. Wheeler. In addition, M. Apaka was reviewing several of the board policies and discovered that this policy is to be reviewed and adopted annually. M. Savala made a motion to adopt the investment policy as written. E. Rowe seconded the motion. 4 Ayes. Motion carried.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries
 - M. Savala – a local photographer recently posted pictures of the Binghamton cemetery on Facebook. M. Savala believes that because of the improvements and upkeep, the public is noticing. Lots of good feedback on the Facebook post.
2. Employee Appreciation Dinner – M. Apaka asked the trustees if Tuesday, December 3, 2019 would be a good date for the dinner and asked if they wanted it held at Cattlemans again this year. After a brief discussion, M. Savala made a motion to have the dinner at Cattlemans on December 3, 2019 at 5:30 pm to include employees, trustees and their spouses or 1 guest each.

3. Solar – M. Savala had instructed the staff at a previous meeting to obtain bids for solar at the Dixon cemetery location. J. Huff has been working with solar contractors and obtaining bids. She presented two bids stating that she had spoken to many other companies who did not want to get involved in dealing with prevailing wage, so they were not willing to provide bids. Before the board approves a bid, they would like J. Huff to find out if the office roof should be replaced prior to the installation of solar panels.

I. BOARD MEMBER'S COMMENTS

- None.


J. CHAIRPERSON'S COMMENTS

- None.

K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 1:38 p.m. The next regular board meeting is scheduled for Monday, November 4, 2019, at noon.



Cindy Gill – Board Chairperson



Jennifer Huff, Clerk of the Board