



Monday, June 10, 2019, at 12:00 noon
Silveyville 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
Shannon O’Neill – Central Valley Engineering

Absent Jennifer Huff – Clerk of the Board

D. **PUBLIC COMMENT**

- None

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- None

F. **CONSENT AGENDA**

- Regular Meeting Minutes for May 17, 2019 – meeting minutes were delivered to the trustees. B. Birdsong made a motion to approve the minutes from May 17, 2019. M. Savala seconded the motion. 4 Ayes. Motion Carried.
- Approval of Expenditures for May 2019 – Monthly expenditures were delivered to the trustees. M. Savala made a motion to approve the May 2019 expenditures. B. Birdsong seconded the motion. 4 Ayes. Motion carried.

G. **INFORMATION ITEMS**

- District Manager’s Report for May 2019 – M. Apaka spoke briefly about the Manager’s report and answered questions accordingly.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Tremont Accessibility – Approve safety and accessibility modifications to Tremont Church and finding of categorical exemption from the California Environmental Quality Act. – M. Apaka as been working with our legal counsel and presented a staff report explaining why the District can file a CEQA exemption. After reviewing the report, there was a brief discussion among the trustees, M. Savala made a motion to a approve the modification of the Tremont Church and find it exempt from CEQA directing M. Apaka to file the exemption with Solano County. E. Rowe seconded the motion. 4 Ayes. Motion carried.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries

- Curb & Asphalt Project – M. Apaka updated the trustees on the current status of the project. Shannon O’Neill with Central Valley Engineering & Asphalt was present at the meeting and spoke in more detail about their progress. She stated they have made excellent progress. Shannon suggested that the Board consider replacing additional broken/cracked curbs and gutters that were not originally in the estimate while the crew is on site and the price per linear foot is quite competitive. She stated that it will be less expensive now while the crew is on site compared to bringing a crew back out for less work at a later time. Shannon also informed the trustees that her crew has hit a few water lines as they were digging and have repaired them. They have also encountered our cemetery main water line and she described it as old, rusty and corroded – not stable as well as it being more shallow than current standards. M. Apaka will be providing as many as-builts for Shannon regarding our waterlines. The trustees asked that the main water line be exposed so that it can be assessed for stability and perhaps they can consider replacing it while the streets are torn up. The trustees directed M. Apaka to walk the additional areas of the property with Shannon to determine the additional curbs and gutters that need to be replaced while her crew is on site as well as any additional asphalt areas that need to be resurfaced, with the understanding that the additional work will likely exceed the original approved total cost.
- Sliding Glass Door Bids – M. Apaka provided two bids to the trustees for replacing the back-sliding glass door of the District office. M. Salava made a motion to approve the bid from Dixon Glass for \$2700.81. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
- Staffing – M. Apaka presented a proposal from Brightview, the current landscape company we have contracted for weekly weed-eating at the Dixon cemetery. The new bid encompasses Brightview handling all aspects of the landscape maintenance on the property. M. Apaka asked for this bid since the district is down to one grounds employee. M. Apaka explained that she would still have to contract out a backhoe operator for opening graves. However, another option is to hire additional full-time staff again. M. Apaka stated that she has recently interviewed two people who are backhoe operators, one with extensive cemetery grounds background. M. Apaka stated that due to their experience it will be necessary to start them at a higher rate than we have typically done in the past. M. Savala stated that in her opinion, we need to start new employees with this type of experience at \$27-\$28 per hour. B. Birdsong agreed adding that backhoe operators typically get paid a higher rate. The trustees directed M. Apaka to decline the landscape proposal and hire two new full-time employees for the grounds. M. Apaka will keep the landscape company for weed eating for an additional month or two in order to have the opportunity to train the new staff sufficiently.

- Gator – M. Apaka shared information regarding the gator that caused the workers comp injury to R. Lara stating it is not operable without repairs. Valley Truck and Tractor cannot determine what caused the incident of the radiator exploding so they have sent a detailed report into John Deere and are waiting for a response. Valley Truck and Tractor provided M. Apaka an estimate to repair the gator. The trustees would like to wait and find out what John Deere determines before making a decision regarding repairs.
 - Porta-potty at Tremont – E. Rowe would like to see a fence of some sort put around the employee porta potty to hide how unsightly it is. M. Apaka stated that she can discuss the idea with whatever contractor we hire for the accessibility ramp.
2. Budget 2019/2020 – M. Apaka presented a spreadsheet of the current 2018/2019 budget. She will work on a projected budget for 2019/2020 and present it at the July meeting. M. Apaka also presented the GANN appropriations for 2019/2020. M. Savala made a motion to accept the GANN Appropriation limits for 2019/2020. E. Rowe seconded the motion. 4 Ayes. Motion carried.

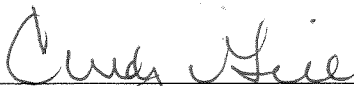
I. BOARD MEMBER'S COMMENTS

- E. Rowe – asked about the possibility of moving the grave of the unknown soldier? M. Apaka stated that there are no records as to the condition or container of the unknown soldier or even the date of when burial took place. M. Apaka feels it would not be a good idea to attempt to exhume after all these years. M. Apaka stated that the Veteran's Memorial Committee had also posed that question several years ago and noted that they are scheduled to be presenting their new concept at the next board meeting.

J. CHAIRPERSON'S COMMENTS

- None

- K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 2:00 p.m. The next regular board meeting is scheduled for Monday, July 8, 2019, at noon.



Cindy Gill – Board Chairperson



Melissa Apaka, District Manager