



Monday, August 16, 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 Vice-Chairperson B. Birdsong at 10:00 AM.

B. **FLAG SALUTE** Attendees stood and recited the Pledge of Allegiance.

C. **ROLL CALL**

Present Bill Birdsong – Vice Chairperson
Mark Cooley – Trustee
Raymond Jensen - Trustee
Marcy Savala – Trustee

Also Present Jennifer Huff – Interim District Manager
Emily Rowe – Tremont Mite Society

Absent Cindy Gill – Board Chairperson

D. **PUBLIC COMMENT**

- E. Rowe was present and was expressing interest in using the Tremont Church for one last social event to be held September 19, 2021.
- She also wanted to express her recommendation for J. Huff to be appointed as Silveyville Cemetery District Manager and express how helpful, knowledgeable, and respectful J. Huff has been with clients and other people coming into the office for information.

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- Email, Emily Rowe – Re: J. Huff – Interim District Manager
- Letter, Emily Rowe – Tremont Mite Society 150th Anniversary

F. **CONSENT AGENDA**

- Approval of Regular Meeting Minutes for July 12, 2021. Meeting minutes were delivered for review and comment. M. Cooley made a motion to approve the July 14th regular meeting minutes with changes. M. Savala seconded the motion. Motion carried.
- Approval of Expenditures for July 2021. Expenditures were delivered to the trustees for review/comments. R. Jensen made a motion to approve the expenditures as presented. M. Cooley seconded the motion. Motion carried.

G. **INFORMATION ITEMS**

DISTRICT MANAGERS REPORT

- Interim District Manager's Reports for August 2021 – J Huff answered questions accordingly. She also informed the board she still does not have access to the county system to pull reports for the expenditures.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Grounds Foreman Job Description / Position – M. Savala has presented the job description for the ground's foreman prior to today's meeting. After a brief discussion of the job description, no changes were made to original document. A motion was made to approve the foreman job description and appoint M. Cowan immediately to the position. The motion was seconded and approved. Motion carried.
2. District Manager Job Description / Position – This too was briefly discussed in previous meetings. After discussion, no changes were made to original document. The motion to approve the new job description was made and to immediately appoint J. Huff as the new district manager. Discussion was made for a pay rate of \$40/per hour with the rate increase to be retro back to July 1, 2021. The motion was seconded with 3 Ayes. 1 Abstain. Motion carried.
3. Interim District Manager Compensation – see item #2 for details.
4. Windmill at Binghamton – *Tabled for future date.*

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries
 - McBride & Associates – J. Huff presented a quote for HR consulting services. This will assist where items that currently the county does not provide services. With all the rules of HR this would be in the best interest of the district to have. M. Savala made a motion to accept the quote. M. Cooley seconded the motion. Motion carried. J. Huff will confirm the retainer amount and any available discounts.
 - Pugh's Memorials – Hairston Monument – Pugh's Memorials has sent a proposed monument for the Hairston plots. R. Jensen made a motion to approve the proposed idea. M. Savala seconded the motion. Motion carried.
 - Office Door – Dixon Cemetery – After a quick discussion we will not be repainting the office door and we will look to replacing. J. Huff will start collecting quotes and will present information at a later meeting.
2. Additional Grounds Staff & District Admin. Assistant position – J. Huff will move forward on interviewing for the administrative assistant position.
3. C. Gabbard, the caretaker at Tremont Cemetery is requesting to go back to part-time. J. Huff has a part-time employee ready to start at Tremont and cover when full-time grounds/part-time staff are off. There is still a need for an additional full-time and a seasonal part-time grounds keepers. M. Cooley made a motion that we move forward on additional staff as needed. R. Jensen seconded the motion. Motion carried. J. Huff stated that her main priority will be to get the office fully staffed

and then will increase/decrease staff based on need as we move into fall and winter months. Additional grounds staff may not be on board until spring of 2022.

4. Equipment Needs – J. Huff has expressed the need for updated equipment. Staff cannot properly do the job without proper equipment. Quotes were shared for mowers, gators, and a tractor. After a discussion, M. Savala made a motion to purchase two new mowers and one gator all three combined not to exceed a total of \$60,000. M. Cooley seconded the motion. Motion Carried.

I. BOARD MEMBER'S COMMENTS

- M. Cooley – None
- R. Jensen – Happy for the new district manager
- M. Savala – None

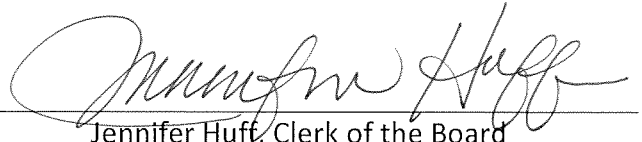
J. VICE-CHAIRPERSON'S COMMENTS

- B. Birdsong – Congratulations J. Huff

- K. ADJOURNMENT** Meeting was adjourned by Vice-Chairperson B. Birdsong at 11:31 AM. The next regular board meeting is tentatively scheduled Monday, September 13, 2021, at 10:00 am.



Bill Birdsong – Board Vice-Chairperson



Jennifer Huff, Clerk of the Board