



Monday, July 8, 2019, at 12:00 noon  
Silveyville Cemetery District Office  
800 S. 1<sup>st</sup> 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  
Ryan Ferguson – In Scale Design

D. PUBLIC COMMENT

- None

E. CORRESPONDENCE/ANNOUNCEMENTS

- RMAP plaque received from GSRMA

F. CONSENT AGENDA

- Regular Meeting Minutes for June 10, 2019 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the minutes from June 10, 2019. B. Birdsong seconded the motion. 4 Ayes. Motion Carried.
- Emergency Meeting Minutes for June 17, 2019 – meeting minutes were provided to the trustees. M. Savala made a motion to approve the minutes from June 17, 2019. B. Birdsong seconded the motion. 4 Ayes. Motion Carried.
- Approval of Expenditures for June 2019 – Monthly expenditures were delivered to the trustees. M. Savala made a motion to approve the May 2019 expenditures. E. Rowe seconded the motion. 4 Ayes. Motion carried.

## **G. INFORMATION ITEMS**

- District Manager's Report for June 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 – Ryan Ferguson from In Scale Design provided trustees with drawings. He spoke on status of plan check with Solano County. The County has requested that he detail where there is other parking at the front of the Tremont property. He is in the process of resubmitting the plans along with the additional information that the County requested.
2. John Deere Gator – M. Apaka was forwarded an email from Valley Truck & Tractor between them and John Deere regarding our gator. The gator is 18 years old. The technician from Valley Truck & Tractor described to John Deere the incident of the radiator exploding and all the parts he had checked following the incident. Their response was that the machine is old and no longer a supported product. Based on the diagnosis, the radiator was cracked and when it got overheated it exploded. The estimate to repair it is \$1646.59. This gator also has a small oil leak that would need to be repaired if we decided to keep it. E. Rowe made a motion that we look to sell the gator on our own, sell it through Valley Truck & Tractor or possibly county surplus, if none of these pan out we will put it back on the agenda. M. Savala seconded the motion. 4 Ayes. Motion carried.

### **NEW BUSINESS**

1. Conditions & Maintenance of Cemeteries
  - Streamline (website maintenance/compliance) reached out to J. Huff. Since we have been such a wonderful client and J. Huff has mastered the Streamline platform, they will be featuring the District in one of their upcoming case studies. The case study will feature how our website was able to expand our community outreach efforts and transparency for the district, and how Streamline played a major role in making that happen.
  - C. Gill asked if a new streetlight has been installed out at Binghamton yet. She said that she saw PG & E out there and noted that the District had a request in with the county for installing one for quite some time now. M. Apaka said she has not seen any indication of a new streetlight but will look into it.
  - Storm Drain at the back of property – This drain is currently not draining properly and there may be a possibility that the housing development tapped into our line on the back of the property when they did some work several years ago. M. Apaka will investigate further and report back to the board if further action is needed. Otherwise, M. Apaka will find out what needs to be done to get it draining properly.
2. Budget 2019/2020 – M. Apaka passed out projections for the budget year 2019/20. After brief discussion, M. Savala made a motion to approve the budget as presented for fiscal year 2019/2020. E. Rowe seconded the motion. 4 Ayes. Motioned carried. M. Savala complemented M. Apaka on what a great job she has done preparing the budget.

3. Shoring Device – M. Apaka spoke briefly on an OSHA complaint that was filed regarding the grounds staff not using a shoring device after digging a double depth grave. M. Apaka explained that the staff does not regularly require being at the bottom of the grave prior to the installation of the concrete liner however she acknowledges that there have been several occasions that staff has placed a ladder inside to get down and rake or even out the bottom of the hole prior to the vault placement. M. Apaka admits that she has really only learned about the process of opening graves by watching the previous cemetery managers and staff who had never used any type of shoring. M. Apaka stated that staff safety is her priority and wants to be in compliance with the OSHA standards. M. Apaka asked J. Huff to obtain a quote for a hydraulic shoring device which is close to \$3000. M. Apaka would like to continue to explore other shoring possibilities that may not be so costly. We can rent a shoring device if needed until a permanent shoring device is decided on and purchased. M. Apaka noted that once the double concrete liner is installed the liner acts as the shoring device. This will be on the agenda again if purchasing approval is needed.

I. BOARD MEMBER'S COMMENTS

- M. Savala – Please don't forget about Binghamton. She realizes there have been a lot of staffing challenges that have made it difficult to get everything done in a timely fashion but doesn't want Binghamton to start looking bad again. Thank you to M. Apaka and J. Huff for keeping things going amidst all of the staffing changes/transition, burials and roadway renovation. C. Gill and E. Rowe agreed.

J. CHAIRPERSON'S COMMENTS

- None

- K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 1:58 p.m. The next regular board meeting is scheduled for Monday, August 12, 2019, at noon.

  
Cindy Gill – Board Chairperson

  
Jennifer Huff, Clerk of the Board