



Friday, May 17, 2019, at 10:00 a.m.
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 10:00 a.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

- Email from GSRMA – Re: Accreditation Program –The District will be receiving a 10% award for the 2019 – 2020 fiscal year along with a certificate of the accreditation. M. Savala stated that if it wasn't for M. Apaka & J. Huffs hard work the last two years we would not have known about this. Its been out there for us to take advantage of and no one has wanted to take it on. She thinks it's great the staff moved forward on this and took advantage of the program to save the district some money. C. Gill said this letter reflects the excellence that M. Apaka and J. Huff have shown since being employees of the district along with their hard work to bring the district up to compliance. This is a big credit for the district. Thank you, M. Apaka and J. Huff for your hard work and it really reflects how far we have come.
- Thank you card– E. Rowe – The Tremont Mite Society event was successful and there were lots of compliments on how nice the grounds look at Tremont. It's nice to get an acknowledgment of the hard work that goes on at Tremont.
- Letter from Mr. Hyde via email received at 12:06 during the meeting. M. Apaka read it aloud and provided the trustees with a copy. It was regarding the Tremont accessibility ramp.

F. CONSENT AGENDA

- Regular Meeting Minutes for April 8, 2019 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the minutes from April 8, 2019. E. Rowe seconded the motion. 4 Ayes. Motion Carried.
- Approval of Expenditures for April 2019 – Monthly expenditures were delivered to the trustees. M. Savala made a comment regarding the investment fund noting that we have had a slight increase. B. Birdsong made a motion to approve the April 2019 expenditures. M. Savala seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

- District Manager's Report for April 2019 – M. Apaka spoke briefly about the Manager's report. M. Apaka showed photos of the plaque installation at the Tremont Church as well as a photo of the new flag that was put up at Tremont and photos showing that the Tremont kiosk information was refreshed, cleaned and it looks nice. M. Apaka showed a picture of the area by the red niche which shows it needs to be addressed - some boards are missing, and some are rotted. It may be possible for the contractor to address it while they are doing the curbs and gutters. M. Apaka shared that the previous manager J. Nelson sent an article from the Fairfield Daily Republic, dated January 3, 2019, regarding a Dixon woman being the first female airplane passenger that flew with one of the Wright Brothers and states that she is buried in our Dixon cemetery location. M. Apaka reported that the work for the curbs and streets will start the day after Memorial Day.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Tremont Accessibility – Full-size drawings provided by the architect were distributed to the trustees. The architect was available for questions by phone if needed. The drawings were discussed in detail by the trustees. M. Savala made a motion to accept the plans as presented for the Tremont Church accessibility ramp project. E. Rowe seconded the motion. 4 Ayes. Motion carried.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries

- 2010 Exmark Mower – M. Apaka informed the trustees that the 2010 mower is in need of a new motor. Based on hours and how much we use the mower the motor is shot. Quotes were presented for new mowers. John Deere vs Exmark as well as a quote for a new motor. Mowing is a challenge with one mower and we still need to maintain Tremont and Binghamton. After discussion, M. Savala made a motion to have the mower completely checked out and if the mechanic doesn't find any additional issues, to move forward with replacing the motor as long as total cost does not exceed \$3,000.00. If it's going to be more than the estimate, it's to be put back on the agenda for next month. E. Rowe seconded the motion. 4 Ayes. Motion Carried.
- Sliding Glass door for the office – M. Savala would like to get quotes to replace the back-slider door in the office. It looks unsightly and it's not energy efficient. J. Huff will get quotes.
- C. Gill inquired on the status of the removal of the organ from the church. M. Apaka stated that she has been in contact with Mite Society president, S. McCaffery and that it's on her agenda for discussion at The Mite Society meeting 5/17/2019. She will follow-up after the meeting.

2. Binghamton Lease – M. Apaka communicated that Mr. Tijero contacted us to inquire about leasing the Binghamton property now that Mr. Atkinson is no longer leasing it. After a brief discussion, the trustees agreed the lease amount will be \$150.00/per acre per year. The new Lessee will have no access to the front area and will be responsible for any damage to the cemetery property including the irrigation that is in place and any damage to the wild roses and damage or removal of the survey pole. M. Savala made a motion that we lease the Binghamton property for \$150.00/ per acre with all the exceptions that were discussed. B. Birdsong seconded the motion. 4 Ayes. Motion carried. M. Apaka will contact Mr. Tijero with this lease information.
3. Legislative Advocacy Committee – This partners with the new policy that was put in to place last month. M. Savala and M. Apaka agree that sometimes there will be legislative items that may need action prior to the next board meeting. M. Savala is proposing a committee of two trustees that can direct the district manager appropriately whenever legislative issues arrive that cannot wait to be addressed by the entire board at the next board meeting. C. Gill made a motion to form a Legislative Advocacy Committee that will comprise of M. Savala & B. Birdsong, to make decisions on legislative issues on behalf of the board. E. Rowe seconded the motion. 4 Ayes. Motion carried.
4. B.P. 5031. – Tabled for future discussion once the ramp project is completed.
5. Business Cards – There was a brief discussion regarding business cards. Trustees feel that the Manager and Administrative assistant should have their own business cards as well as the trustees if they want them. M. Savala made a motion that M. Apaka & J. Huff have their own business cards as well as any trustees who wants them. B. Birdsong seconded the motion. 4 Ayes. Motion Carried.
6. Single Depth Liners – Information was presented on Polyguard liners. We currently use these liners exclusively at Tremont Cemetery. We would like to give them a try at the Dixon Cemetery. Currently, the district uses concrete liners which are extremely heavy which creates a potential for injury. M. Apaka would like to move away from the concrete liners whenever possible to minimize the safety concerns. E. Rowe made a motion that we try the Polyguard liners at the Dixon Cemetery. C. Gill seconded the motion 4 Ayes. Motion Carried.
7. Employee Appraisals / Annual Raise Consideration – M. Apaka went over all of the employee’s annual appraisals with the board. M. Savala complements M. Apaka on her evaluations of the staff. M. Savala made a motion that J. Huff receive a \$5.50/per hour raise, R. Lara receives a \$1.50/per hour raise, S. Iniguez receives a \$1.00/per hour raise and D. Ward receive a \$3.00/per hour raise for the 2019-2020 fiscal year. B. Birdsong seconded the motion. 4 ayes. Motion carried.

I. CLOSED SESSION

CLOSED SESSION AT 11:56 A.M.

PERSONNEL: Pursuant to Gov. Code 54957 & Public Employee Annual Performance Evaluation(s) Pursuant to Gov. Code 54945.6:

The Board will meet in Closed Session to consider the appointment, employment, evaluation of performance, discipline, resignation, retirement, dismissal, and/or complaint of a public employee(s).

Title: District Manager

J. RECONVENE TO OPEN SESSION OPEN SESSION AT 12:22 P.M.

K. REPORT OF ACTION TAKEN IN CLOSED SESSION

- M. Savala reported that the District Manager's evaluation is complete. M. Apaka's appraisal will be presented to her by M. Savala at another time however the trustees feel she is doing an excellent job and feel she really has the best interest of the district in mind. M. Savala is compiling the comments from the closed session and will include them in the appraisal with M. Apaka after Memorial Day. M. Savala made a motion that M. Apaka receive an \$8.00/per hour raise for the 2019-2020 fiscal year. B. Birdsong seconded the motion. 4 Ayes. Motion carried.

L. BOARD MEMBER'S COMMENTS

- E. Rowe – distributed programs from the Tremont Mite Society Social to all the trustees and staff and stated the event had a great turn out.


M. CHAIRPERSON'S COMMENTS

- None

N. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 12:31 p.m. The next regular board meeting is scheduled for Monday, June 10, 2019, at noon.



Cindy Gill – Board Chairperson



Jennifer Huff, Clerk of the Board