



Monday, November 5, 2018, at 12:00 p.m.  
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 M. Kittyle at 12:00 p.m.

B. Attendees stood and recited the Pledge of Allegiance.

C. ROLL CALL

Present Margarite Kittyle – Board Chairperson  
Cindy Gill – Board Vice Chairperson  
Marcy Savala – Trustee  
Emily Rowe – Trustee

Also Present Melissa Apaka – District Manager  
Jennifer Huff – Clerk of the Board  
Bill Birdsong – Guest (incoming trustee)

D. PUBLIC COMMENT

- None

E. CORRESPONDENCE/ANNOUNCEMENTS

- CAPC Education Seminar Report – E. Rowe

F. CONSENT AGENDA

- Regular Meeting Minutes for October 9, 2018 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the October 9<sup>th</sup> minutes. E. Rowe seconded the motion. 4 Ayes. Motion Carried
- Approval of Expenditures for October 2018 – M. Savala made a motion to approve the October 2018 expenditures. C. Gill seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

- District Manager's Report for October 2018 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly.

## **H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS**

### **OLD BUSINESS**

1. Eagle Scout project: Jared Strong – Tabled since Jared was unable to be at the meeting.
2. Trustee Vacancy – Introduction of Bill Birdsong. His appointment to the SCD Board of Trustees is on the Solano County Board of Supervisor's meeting agenda which is scheduled for tomorrow (11/6/2018). B. Birdsong will be appointed by Supervisor Skip Thompson.
3. ADA Compliance for Tremont Church – E. Rowe thinks that sketch A from the historical preservation architect offers the best solution for access into the Tremont church. The other trustees agree that the ramp is the better solution. C. Gill brought photos to show a ramp that she saw at an old church while traveling outside the area, that was similar in nature to the sketch however it has a railing and the ramp from the architect does not include one. M. Savala suggested that this be tabled until next year and would like a budget review set for the January 2019 meeting, so the board can assess how much money is left in the budget and prioritize projects before allocating money for them.
4. Employee Handbook 13.5: Smoking Policy Revision – proposed changes were included in the board packet for the trustees' review. M. Savala made a motion to revise the smoking policy as proposed. C. Gill seconded the motion. 4 Ayes. Motion carried. Office staff will make changes to the handbook and provide updated copies to the trustees. M. Apaka will hold a staff meeting to inform the district employees and provide them with copies.

### **NEW BUSINESS**

1. Conditions & Maintenance of Cemeteries: M. Kittyle asked that the placement of the plaque for the historical designation of the Tremont church be put on the agenda for the January 2019 meeting.
2. Binghamton Lease – J. Huff received a phone call from Atkinson Hay and was informed that they will not be renewing their lease with the district in January. The trustees asked M. Apaka to contact Mark Atkinson to request that the land be plowed prior to the end of the lease.
3. B.P. 201: Board meetings date & time – M. Kittyle asked that this be put on the agenda as she felt noon was a more convenient time to meet. M. Savala made a motion to continue to hold the meetings on the second Monday of each month but to change the meeting time to noon starting January 2019. C. Gill seconded the motion. 3 Ayes, 1 Oppose, (E. Rowe). Motion Carried.
4. Employee Handbook 5.4 Attendance & 8.4 Holidays/Unexcused Absences - proposed changes were included in the board packet for the trustees' review. M. Savala made a motion to revise the attendance & unexcused absence sections as proposed. C. Gill seconded the motion. 4 Ayes. Motion carried. Office staff will make changes to the handbook and provide updated copies to the trustees. M. Apaka will hold a staff meeting to inform the district employees and provide them with copies.

I. BOARD MEMBER'S COMMENTS

- C. Gill – none.
- E. Rowe – stated she had been at a nursery and found a tree that she would like planted at Tremont Cemetery.
- M. Savala – stated that she truly appreciates the openness of the current District Manager and feels that M. Apaka has been committed to accomplishing the goals the board has set. She feels the grounds at all the cemeteries look better than they ever have. She also asked that the topic of the mobile bathroom trailer be put back on the agenda next year because the more she has thought about it, the more she feels it's the best solution for providing a public ADA bathroom access especially during burials and it could also be towed out to the Tremont Cemetery location to be used for events or burials there.

J. CHAIRPERSON'S COMMENTS

- M. Kittyle reprimanded E. Rowe for misconduct as a trustee; <sup>citing</sup> ~~sighting~~ that she has directed staff which has caused a lot of friction, she has changed her mind after an official vote at a meeting and attempted to contact other trustees to ask that they change their vote, she has researched issues by contacting contractors on her own rather than following the proper protocol of speaking with the Board Chair first and having the Board Chair or the Board direct the District Manager accordingly; it seems as though she is wearing two hats – being on this board as well as representing the Tremont Mite Society during the meetings. M. Kittyle reminded E. Rowe that this is not the first time the board has had to ask her not to interfere with daily duties of staff and has questioned the conflict of interest of her representation of the Tremont Mite Society. M. Kittyle stated that due to that conflict of interest, she should abstain from any vote regarding the Tremont property.

K. ADJOURNMENT Meeting was adjourned by Chairperson M. Kittyle at 1:51 p.m. The next regular board meeting is scheduled for Monday, January 7, 2019, at noon.

*Cindy Gill for M. Kittyle*

Margarite Kittyle – Board Chairperson

*C. Gill for M. Kittyle*

*Jennifer Huff*

Jennifer Huff, Clerk of the Board

