



Monday, November 4, 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
Jennifer Huff – Clerk of the Board

D. PUBLIC COMMENT

- None

E. CORRESPONDENCE/ANNOUNCEMENTS

- None

F. CONSENT AGENDA

- Regular Meeting Minutes for October 7, 2019 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the minutes from October 7, 2019, B. Birdsong seconded the motion. 4 Ayes. Motion Carried.
- Approval of Expenditures for October 2019 – monthly expenditures were delivered to the trustees. M. Savala updated trustees on the recent movement of investment funds from Wells Fargo Investments to Stifel Investments. The investments will now be broken down as follows: 1. Silveyville Cemetery District Endowment Fund \$318,200.00, 2. Endowment Interest \$22,641.00, 3. Silveyville Cemetery Investment Fund \$700,000.00, and 4. Investment Interest \$6,792.30. The expenditure report will reflect the investment breakdown as well. M. Savala made a motion to approve the October 2019 expenditures. E. Rowe seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

DISTRICT MANAGERS REPORT

- District Manager's Report for October 2019 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Tremont accessibility ramp bids – M. Apaka presented the only two bids that were received. One from RR Construction for \$124,909. Contractor stated they could start in November and finish in approximately one month weather permitting. The other bid was received from Global Construction for \$72,640. Contractor stated they should be able to start sometime in November and finish within a month or so weather permitting. E. Rowe made a motion to approve the lower bid (Global Construction). B. Birdsong seconded the motion. 4 Ayes. Motion carried.
2. Office Admin. Computer – J. Huff received a notice on her office computer stating that Microsoft will no longer be supporting Windows 7. The specific end of support for Windows 7 will be January 14, 2020. Microsoft strongly recommends that we move to Windows 10 sometime before January 2020 to avoid a situation where you need service or support that is no longer available. A quote from Sequira Technical Services for a new office computer in the amount of \$1,271.93 was presented. M. Savala made a motion to approve the quote for \$1,271.93. E Rowe seconded the motion. 4 Ayes. Motion carried.
3. Solar – We have received one bid for solar. At this time the trustees would like to table this and revisit the quotes and the possibility for solar next fiscal year.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries
 - Dead tree at Tremont Cemetery – M. Apaka shared photos of a large dead tree at the front of Tremont cemetery. M. Apaka pointed out that this tree could be a potential hazard; due to the way it is leaning; should it fall it could land on the new ramp that we are having installed and possibly the church as well. She presented a quote from Deese's Trees in the amount of \$1600 for removal. M Savala made a motion to approve the bid from Deese's Trees. B. Birdsong seconded the motion. 3 Ayes. 1 Abstained (E. Rowe). Motion carried.
 - Tree in PG&E power lines at Dixon Cemetery – B. Birdsong shared photos of tree branches that he noticed in power lines. After discussion, staff will contact PG&E and have them come out and look at the branches and ask PG & E to remove the branches from the lines if necessary. J. Huff will coordinate with PG&E.
2. Donations for Binghamton & Tremont Cemeteries – We have received two monetary donations, one for Binghamton Cemetery in the amount of \$100 and one for Tremont Cemetery in the amount of \$500. B. Birdsong made a motion to accept the monetary donations for Binghamton & Tremont Cemetery. M. Savala seconded the motion. 4 Ayes. Motion Carried. Thank-you cards will be mailed by the office staff.

3. B.P. 501-11 – M. Apaka updated this rules and regulations policy and provided copies to the trustees for their review. M. Apaka feels it's more straightforward in the format she is presenting and feels the board should also consider updating the signs that are at the entrances of each cemetery. M. Savala made a motion to make the changes as presented and to have new signs made to be posted at all the entrances of the cemeteries. E. Rowe seconded the motion. 4 Ayes. Motion carried.

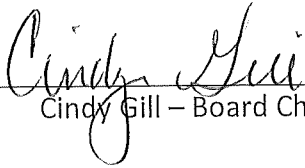
I. BOARD MEMBER'S COMMENTS

- None.

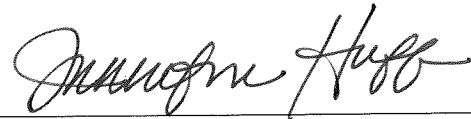
J. CHAIRPERSON'S COMMENTS

- None.

K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 1:43 p.m. The next regular board meeting is tentatively scheduled for Monday, January 6, 2020, at noon.



Cindy Gill – Board Chairperson



Jennifer Huff, Clerk of the Board