



Tuesday October 9, 2018 at 12:00 p.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 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

D. **PUBLIC COMMENT**

- None

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- None

F. **CONSENT AGENDA**

- Regular Meeting Minutes for August 13, 2018 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the August 13, 2018 meeting minutes, E. Rowe seconded the motion. 3 Ayes. Motion carried. (C. Gill abstained due to absence at that meeting.)
- Regular Meeting Minutes for September 10, 2017 – meeting minutes were delivered to the trustees. E. Rowe made a motion to approve the September 10, 2018 meeting minutes, M. Savala seconded the motion. 3 Ayes. Motion carried. (M. Kittyle abstained due to absence at that meeting)
- Approval of Expenditures for September 2018 – M. Savala made a motion to approve the September 2018 expenditures. C. Gill seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

- District Manager's Report for September 2018 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. She also reported on the CSDA conference she attended and provided copies of several power point packets from sessions she attended at the conference and felt were pertinent information to share with the trustees. She also communicated to the trustees that the Eagle Scout project (Tom Rea Jr) at the Dixon cemetery location had been completed and photos of the completed elements of the project were shared.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Trustee Vacancy – After a brief discussion M. Savala made a motion to eliminate the secretary position, as the clerk of the board records all minutes, and to move C. Gill to Vice-Chairperson. E. Rowe seconded the motion. 4 Ayes. Motion carried.
2. ADA Compliance for Tremont Church – M. Apaka reported that she received an email with several sketches from the historic preservation architect regarding the accessibility of the Tremont Church. She provided the trustees copies. Trustees will individually visit Tremont as time permits to assess suggestions made by the architect and will discuss further at the November 5th meeting.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries:

- Cemetery Equipment Needs – M. Apaka informed the board that the sub pump for the small well has gone out as well as the grinder pump in the shop. M. Apaka presented a quote from Eaton Pumps for the sub pump. After discussion, M. Savala made a motion to approve the quote from Eaton Pumps for \$14,471.16 for the replacement of the sub pump. C. Gill seconded the motion. 4 Ayes. Motion carried. Unfortunately, M. Apaka had not yet received a quote from Frank's Septic for the grinder pump replacement. M. Savala stated with all these unexpected expenses and the already approved projects, she feels spending should be limited until after the first of the year and in January we should examine the budget in order to determine if the district should take on any additional new projects or improvements in this fiscal year. C. Gill and M. Kittytle agreed.
2. Employee Handbook 13.5 – Smoking Policy Revisions– M. Apaka reviewed the current policy with the trustees and suggested updating the policy to include vaping and other tobacco use. She will provide a proposal of updated wording of the policy at the November meeting.
 3. Tremont – E. Rowe communicated that she knows of someone who would like to donate a piano to the Tremont Church. The initial thoughts of the trustees were that there is no room in the church to store a piano and since it is undecided as to the usability of the church at this time, it doesn't really make sense to add a piano. E. Rowe also asked that the Board consider having all the trees at the Tremont Cemetery surveyed to record the identity and history. There was no real interest to having it done from the rest of the trustees.

I. BOARD MEMBER'S COMMENTS

- C. Gill – None
- E. Rowe – none
- M. Savala – Cemeteries are looking good.

J. CHAIRPERSON'S COMMENTS

- Cemeteries look pretty good.
- Reminded trustees to communicate any concerns or agenda topics directly with her and she will contact the District manager to discuss or direct accordingly.

K. ADJOURNMENT Meeting was adjourned by Chairperson M. Kittyle at 1:54 p.m. The next regular board meeting is scheduled for Monday, November 5, 2018 at noon.



Margarite Kittyle – Board Chairperson



Jennifer Huff, Clerk of the Board