



Monday, March 15, 2021, at 10:00 AM
Silveyville Cemetery District Office
800 S. 1st Street, Dixon, CA 95620

REGULAR MEETING | MINUTES

A. CALL TO ORDER The meeting was called to order by Board Chairperson C. Gill at 10:00 AM.

B. FLAG SALUTE Attendees stood and recited the Pledge of Allegiance.

C. ROLL CALL

Present Cindy Gill – Board Chairperson
Bill Birdsong – Vice Chairperson
Marcy Savala – Trustee
Raymond Jensen - Trustee

Also Present Melissa Apaka – District Manager
Jennifer Huff – Clerk of the Board

D. PUBLIC COMMENT

- None

E. CORRESPONDENCE/ANNOUNCEMENTS

- M. Apaka shared a wonderful thank you note regarding employee J. Huff. DM shared comments from card, “your kindness and generosity touched our hearts deeply. Thank you for handling such a challenging experience with sensitivity and care from the time my mom and I first visited with you all the way through the burial and service”.

F. CONSENT AGENDA

- Approval of Regular Meeting Minutes for January 11, 2021. Minutes were delivered to the trustees for review/comments. M. Savala made a motion to approve the January 11th regular meeting minutes. B. Birdsong seconded the motion. 3 Ayes. 1 Abstain (R. Jensen) Motion carried.
- Approval of Expenditures for January 2021: Expenditures were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the expenditures as presented. M. Savala seconded the motion. 3 Ayes. 1 Abstain (R. Jensen) Motion carried.
- Approval of Regular Meeting Minutes for March 8, 2021: Minutes were delivered to the trustees for review/comments. M. Savala made a motion to approve the minutes as presented. B. Birdsong seconded the motion. 3 Ayes. Motion carried.
- Approval of Expenditures for February 2021: Expenditures were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the expenditures with changes as discussed. M. Savala seconded the motion. 3 Ayes. 1 Abstain (R. Jensen) Motion carried.

G. INFORMATION ITEMS

DISTRICT MANAGERS REPORT

- District Manager's Reports for January & February 2021: M. Apaka spoke briefly about the Manager's reports, answered questions accordingly. A list of old/unused non-commercial, residential equipment that has been stored in the North shop for years was presented; the D.M. alerted the trustees that the equipment will be evaluated and then disposed of/sold or donated. DM updated trustees on new OSHA COVID policy and recent training regarding staff and safety.

INVESTMENT REVIEW

- Quarterly Portfolio Review – M. Savala reported on our current growth to the Stifel accounts. She also mentioned that we are in a good position to deposit additional funds. After discussion, M. Savala made a motion that we take \$400,000 out of the Endowment Fund in the Wells Fargo account and move it into the endowment account investment with Stifel. B. Birdsong seconded the motion. 4 Ayes. Motion carried. M. Apaka will coordinate the transfer between the county and Stifel. M. Savala will report back in April regarding the transfer of funds.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Binghamton: Survey – DM has been in contact with the surveyor. They have not staked the old avenues yet. Once completed, the surveyor can provide exact measurements for the fencing. DM has reached out to Dixon Fence for a quote for split rail fence pricing. M. Savala and C. Gill are still looking into a windmill for Binghamton either donated or possible purchase.
2. Tremont – As previously discussed we need an ADA compliant porta potty. DM provided a quote for a new ADA porta potty. The cost is \$2,916.68. It will come assembled and includes a locking kit and solar light. M. Savala made a motion to purchase the new ADA porta potty. B Birdsong seconded the motion. 4 Ayes. Motion carried. We will have M & M service it monthly. C. Gill has scheduled a photo shoot in mid-May at Tremont so that flyers can be made for marketing the church.
3. Employee Appreciation Dinner – Now that restaurants are open again for indoor dining, M. Apaka suggested we schedule the employee appreciation dinner that was cancelled in December due to the COVID shutdowns. Trustees agreed and asked the DM to schedule accordingly. DM will check with staff for availability, make reservation with Cattleman's and send out information to staff and trustees with date and time.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries
 - Everything looks great around all of the cemeteries after the latest windstorm.
2. B.P. 401.1, 501.2 & 501.3 – Marker Regulations (Plot Owners & Monument Companies, Marker Setting Fee) – Current marker regulations with suggested changes were presented to the trustees. Based on discussions with monument companies, it was discovered that the current sizing in our policies was creating extra work for them. M. Apaka requested the policies be changed to increase the length by two inches stating it has no real impact from the cemetery standpoint. M. Savala made a motion to change the policies as requested. R. Jensen seconded the motion. 4 Ayes. Motion carried. Trustees do not feel changing the marker setting fees at this time is necessary.

I. BOARD MEMBER'S COMMENTS

- M. Savala – none
- B. Birdsong – none
- R. Jensen – none

J. CHAIRPERSON'S COMMENTS

- C. Gill – Welcome to new trustee R. Jensen.

K. ADJOURNMENT Meeting was adjourned by Chairperson C. Gill at 11:36 AM. The next regular board meeting is tentatively scheduled Monday, April 12, 2021 at 10:00 am.


Cindy Gill – Board Chairperson


Jennifer Huff, Clerk of the Board