



Friday, January 25, 2019, 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 Vice-Chairperson C. Gill at 12:00 p.m.

B. Attendees stood and recited the Pledge of Allegiance.

C. **ROLL CALL**

Present Cindy Gill – Board Vice Chairperson
Marcy Savala – Trustee
Emily Rowe – Trustee
Bill Birdsong - Trustee

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

Absent Margarite Kittyle – Board Chairperson

D. **PUBLIC COMMENT**

- None

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- Thank you card from S. de Bie.

F. **CONSENT AGENDA**

- Regular Meeting Minutes for November 5, 2018 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the November 5th minutes. E. Rowe seconded the motion. 3 Ayes. 1 Abstain, (B. Birdsong). Motion Carried.
- Special Meeting Minutes for November 26, 2018 – meeting minutes were delivered to the trustees. M. Savala made a motion to approve the November 26th minutes. B. Birdsong seconded the motion. 3 Ayes. 1 Abstain, (C. Gill). Motion Carried.
- Approval of Expenditures for November 2018 – M. Savala made a motion to approve the November 2018 expenditures. E. Rowe seconded the motion. 3 Ayes. 1 Abstain, (B. Birdsong). Motion Carried.
- Approval of Expenditures for December 2018 – M. Savala made a motion to approve the December 2018 expenditures. E. Rowe seconded the motion. 4 Ayes. Motion carried.

G. INFORMATION ITEMS

- District Manager's Report for November & December 2018 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. M. Apaka informed the board that she had concerns regarding two grounds employees. One has excessive absenteeism (152 hours of leave without pay absences) and the other has recently violated the smoking policy and was insubordinate. M. Apaka stated she was going to contact the district's attorney to discuss possible termination of both.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. Endowment Investment update – M. Savala gave an update explaining that the investments are on a ladder system and that they are guaranteed to return what was originally invested plus the interest. She stated she spoke with S. Wheeler from Wells Fargo Investments and feels confident in the investments.
2. Portable Restroom Trailer – M. Savala would like for the Trustees to reconsider the purchase of the portable ADA restroom trailer that was discussed last year. The district is currently paying almost \$3000/year renting a portable restroom that is a requirement when the Delta Camp prisoners are onsite working. M. Savala stated that in her opinion, the money the district is spending renting would be better spent on the purchase of portable restrooms; adding that having the portable restroom trailer would be versatile with being able to move it closer to burial services as well as it's used at the Tremont or Binghamton locations J. Huff will get current quotes for the Trustees to review at the next meeting.

NEW BUSINESS

1. Reorganization of Board Officers - M. Savala made a motion nominating C. Gill for Board Chairperson for 2019. B. Birdsong seconded the motion. 4 Ayes. Motion carried. B. Birdsong made a motion nominating M. Savala for Board Vice-Chairperson for the 2019 year. M. Savala seconded the motion. 4 Ayes. Motion carried. M. Savala made a motion to place M. Kittyle on a medical leave of absence. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
2. Conditions & Maintenance of Cemeteries – M. Apaka provided new job description information to the Trustees in their board packets for their review. It included a newly created part-time position of a Tremont Caretaker. The position will include the employee living on site at the Tremont cemetery in District provided housing. Creating this position will increase staff efficiency by eliminating all grounds staff spending 4 hours a week at the Tremont location. 1 grounds staff can drive out one time per week with the riding mower to mow the cemetery and it will take them approximately 1 hour. This position will start at minimum wage. E. Rowe made a motion to approve the new caretaker position. B. Birdsong seconded the motion. 4 Ayes. Motion carried.
3. Budget Review – M. Apaka provided a printout which indicated the district is at 58% of the fiscal year. Revenue is at 57% of the budget and Expenses are at 54% therefore the operations of the district are not over budget at this time.

4. Placement of Historical Plaque for Tremont Church – E. Rowe stated she sent an email to historian Stephen Mikesell asking his opinion of where the plaque should be placed. E. Rowe brought in pictures of the Tremont Church so the Trustees could better visualize possible placement. The Trustees are in agreement that the plaque should be placed on the Tremont Church to the right of the front door but aren't sure of exact placement. Staff will take plaque out to the Tremont Church before February's meeting and take pictures of several different placement heights. Trustees will review the pictures at the February meeting and make their decision.
5. Employee Handbook Paid Holidays – Section 8.4 – M. Kittyle asked that this item be placed on the January agenda because she felt employees should have Christmas Eve day and Christmas day off together. The current holiday policy was to split the employees between Christmas Eve day and New Years Eve day. M. Apaka provided wording for the proposed change. B. Birdsong made a motion to change the holiday policy as proposed. M. Savala seconded the motion. 4 Ayes. Motion carried.
6. Employee Handbook Smoking & Tobacco use – Section 13.5 – M. Apaka added this item to the agenda after an employee incident where he was caught vaping on the cemetery grounds while working. After consulting with the attorney, M. Apaka was informed that California is a smoke-free workplace state. Trustees reviewed the proposed changes that M. Apaka provided and asked that she work with the attorney for better wording. This item was tabled until the February meeting.
7. Disposition of 1981 Ford Courier – M. Apaka informed the board that the courier is not operable. Staff took it to I-80 Auto Express and was informed that it was beyond repair. M. Apaka stated that it has served its useful purpose with the district and she would like to get rid of it. B. Birdsong made a motion for M. Apaka to dispose of it at her discretion. E. Rowe seconded the motion. 4 Ayes. Motion carried.

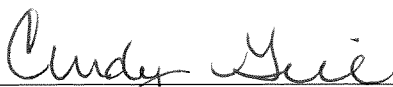
I. **BOARD MEMBER'S COMMENTS**

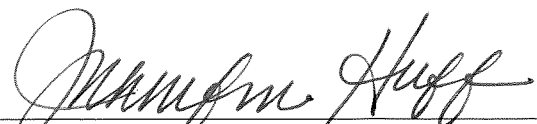
- M. Savala – Asked if the district owns an AED and if not, she suggested we purchase one in the event of an emergency.
- E. Rowe – apologized and admitted she deserved the reprimand at the last meeting. She stated she did not realize she was doing anything wrong and wants to be a good trustee.
- B. Birdsong – Shared that his son was promoted in the Army to Major, very proud.

J. **CHAIRPERSON'S COMMENTS**

- C. Gill – thanked the Trustees and staff for bearing with her today in the meeting, as she is new to running the meetings.

K. **ADJOURNMENT** Meeting was adjourned by Chairperson C. Gill at 2:25 p.m. The next regular board meeting is scheduled for Monday, February 11, 2019, at noon.


Cindy Gill – Board Chairperson


Jennifer Huff, Clerk of the Board

