



Monday, May 10, 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  
Mark Cooley – Trustee (*late arrival 10:08 am*)  
Raymond Jensen - Trustee  
Marcy Savala – Trustee

**Also Present**

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

D. **PUBLIC COMMENT**

- None.

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- None

F. **CONSENT AGENDA**

- Approval of Regular Meeting Minutes for April 12, 2021. Minutes were delivered to the trustees for review/comments. M. Savala made a motion to approve the April 12<sup>th</sup> regular meeting minutes. B. Birdsong seconded the motion. 3 Ayes. 1 Abstain (M. Savala) Motion carried.
- Approval of Expenditures for April 2021. Expenditures were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the expenditures as presented. R. Jensen seconded the motion. 4 Ayes. 1 Abstain (M. Savala) Motion carried.

G. **INFORMATION ITEMS**

- None.

**DISTRICT MANAGERS REPORT**

- District Manager's Reports for April 2021 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. M. Apaka updated the board of the ongoing manager trainings/webinars she has been doing.

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

### **OLD BUSINESS**

#### **1. Tremont**

- Finalize church rental information: B.P. 503.2 needed some wording changes, M. Apaka took notes and will change accordingly. The church use request form and rental pricing looks good, and the rental agreement also needs a few changes. M. Apaka will make changes accordingly. J. Huff will create an informational pamphlet once the photographer photos are received. The board will do a final approval once the pamphlet is ready.
- Finalize kiosk information: M. Apaka reviewed the Kiosk information that was discussed in a meeting last year to make sure the board was still in agreement with the information that will be updated in the kiosk. M. Apaka & J. Huff will be working on the kiosk this month and will show photos of the updated kiosk to the board at the next meeting.

2. Binghamton restoration project: M. Apaka & M. Cowan (groundman) discussed the survey staking versus the placement of the split rail fence. At the front of the cemetery, the split rail fence will need to start approximately 8 feet in so that equipment will be able to get in and out and move about the cemetery. The fence will also have a slight modification on the south side so equipment can access the southeast area of the cemetery. M. Apaka wanted the board to be aware of and understand the necessary modifications prior to the fence being installed. The trustees acknowledged and agreed.

3. Review COVID-19 policy (BP 501.12): M. Apaka informed the board of the ongoing issues that are encountered during burials under the COVID policy. After a lengthy discussion, M. Cooley made a motion to repeal the COVID-19 Policy (BP 501.12). M. Savala seconded the motion. 5 Ayes. Motion carried. The district will continue to not offer district chairs or restroom trailer at the gravesite until the state opens which is allegedly planned to open June 15, 2021. Once the state is open, business and burials will return to normal.

### **NEW BUSINESS**

1. Conditions & Maintenance of Cemeteries – Everything looks good. No issues at this time.

2. Solano County Special District Association: Under the CSDA, a county chapter has been formed so special districts in Solano County can meet to network and discuss local issues. M. Savala and M. Apaka have attended a couple meetings regarding the chapter formation prior to COVID. M. Apaka recently attended a zoom meeting and was asked if Silveyville Cemetery District wanted to be a member of the local chapter. The trustees are open to becoming members and will re-evaluate the membership if it ends up not being beneficial to the district. Currently there are no membership dues. M. Savala made a motion to become members of the Solano County Special District Association Chapter. B. Birdsong seconded the motion. 5 Ayes. Motion carried.

3. Extreme Heat Policy – After the annual Heat Illness training the district staff attended via zoom, M. Apaka asked the trustees if they felt an extreme heat policy was needed in terms of limiting times for burials. We have had people faint at burials in the past on high heat days and for the safety of families, attendees and staff, M. Apaka asked for consideration of a policy of this nature. The board had some discussion and would like M. Apaka & J. Huff to create a flyer regarding the dangers of high heat that we can provide to families at the time of the burial arrangements that may help remind people of the dangers of a burial in the middle of a high heat afternoon. The trustees were not interested in creating a new policy of this nature at this time.

4. Employee Appraisals / Annual Raise Consideration: Trustees reviewed all staff appraisals provided to them by M. Apaka. M Savala made a motion to modify the Groundsman job description as recommended, to award raises as discussed and directed the District Manager to inform each employee privately. B. Birdsong seconded the motion. 5 Ayes. Motion carried. In addition to this motion, the board directed M. Apaka to further discuss with one employee their disappointment with his attendance problem. M. Apaka was directed to inform this employee that if his attendance does not improve, he will be terminated per the district policy. Furthermore, the board expressed their disappointment with M. Apaka that she has not done any written warnings to document this problem. They directed her to be more vigilant in her documentation and write ups whenever there are employee issues.

I. **Closed Session:**        **RESCHEDULED FOR MAY 14, 2021 @ 10:00 AM**

*PERSONNEL: Pursuant to Gov. Code 54957 & Public Employee Annual Performance Evaluation(s)  
Pursuant to Gov. Code 54945.6:*

*The Board will meet in Closed Session to consider the appointment, employment, evaluation of performance, discipline, resignation, retirement, dismissal, and/or complaint of a public employee(s).*

Title: District Manager Annual Appraisal


J. **BOARD MEMBER'S COMMENTS**

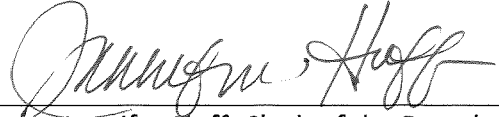
- B. Birdsong – none
- M. Cooley – none
- R. Jensen – none

K. **CHAIRPERSON'S COMMENTS**

- C. Gill – The District Managers performance appraisal was rescheduled to a special meeting on this Friday, May 14, 2021, at 10 am so the board has ample time to complete it.

L. **ADJOURNMENT**        Meeting was adjourned by Chairperson C. Gill at 12:40 PM. The next regular board meeting is tentatively scheduled Monday, June 14, 2021, at 10:00 am.

  
Cindy Gill – Board Chairperson

  
Jennifer Huff, Clerk of the Board