



Monday September 10, 2018 at 3:00 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 Secretary C. Gill at 3:00 p.m.

B. Attendees stood and recited the Pledge of Allegiance.

C. **ROLL CALL**

Present Cindy Gill – Board Secretary
Marcy Savala – Trustee
Emily Rowe – Trustee

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

Absent Margarite Kittyle – Chairperson

D. **PUBLIC COMMENT**

- None

E. **CORRESPONDENCE/ANNOUNCEMENTS**

- Solano County Auditor – Re: 2017/18 Appropriations

F. **CONSENT AGENDA**

- Regular Meeting Minutes for August 13, 2018 – meeting minutes were delivered to the trustees. Tabled for the October 8, 2018 meeting as there was not a quorum present due to C. Gill being absent during the August 13, 2018 meeting and S. de Bie resigning from the Board.
- Approval of Expenditures for August 2018 – E. Rowe made a motion to approve the August 2018 expenditures. M. Savala seconded the motion. 3 Ayes. Motion carried.

G. **INFORMATION ITEMS**

- District Manager's Report for August 2018 – M. Apaka spoke briefly about the July Manager's report, answered questions accordingly.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. ADA Compliance for Tremont Church – M. Apaka reported that she had made several phone calls trying to find out the requirements for a building on the Historic Registry. The call to the State Historic Preservation Officer determined that it was best to consult with a Historic Preservation Architect who could offer solutions that would offer accessibility to the building while preserving the historic value as much as possible. M. Apaka located a Historic Preservation Architect (Mark Hulbert) and discussed the needs and concerns for accessibility for the church. His initial consultation which includes measurements and several sketch options will range from \$1500-\$2500. M. Savala made a motion to hire Mark Hulbert for the consultation. E. Rowe seconded the motion. 3 Ayes. Motion carried. M. Apaka will contact Mark and schedule.

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries:

- Cemetery Equipment Needs – M. Apaka presented a proposal for a new commercial grade push mower. In the past we have purchased residential mowers that seem to wear out quickly. After discussion, E. Rowe made a motion to purchase the commercial grade push mower for \$1,276.27. M. Savala seconded the motion. 3 Ayes. Motion carried.
- Pallbearer Cart – M. Apaka shared a cart option per a previous request of the board. After brief discussion, E. Rowe made a motion to purchase the cart from Northern Tool Equipment for \$800.00. M. Savala seconded the motion. 3 Ayes. Motion carried.
- M. Apaka presented the trustees with 2 estimates from Universal Painting. One is for painting hallway and front area of the office and installing new crown molding to match manager's office and board room. The second for repainting of the iron fencing around the cremation area. M. Savala made a motion to approve the bid for repainting the iron fence in the cremation area for \$1,250.00. E. Rowe seconded the motion. 3 Ayes. Motion carried. The trustees would like to consider the bid for painting the office next month.
- Tree Trimming – M. Apaka presented quotes from Deese Trees regarding preventative tree maintenance & trimming. M. Savala made a motion to approve Deese's Trees proposal for removal of 1 tree at Tremont for \$1,380.00 and the trimming of one tree at Tremont for \$850. E. Rowe seconded the motion. 3 Ayes. Motion carried. There was also discussion regarding the recommendation for the removal of a Raywood Ash at Dixon Cemetery. Trustees asked M. Apaka to find out from Deese Trees if simply trimming the dead branches out of the tree would slow the declining health of the tree. M. Apaka will report back at October's meeting.
- Pest control at Tremont – M. Apaka communicated to the trustees that there are 36 trees at Tremont infested with white flies and/or aphids. JRB Pest Control needs to inject into the ground to treat each tree to eliminate the pests. This will cost \$50 per tree. M. Savala made a motion to approve the treatment. E. Rowe seconded the motion. 3 Ayes. Motion carried. M. Apaka will schedule with JRB and confirm with them that the treatment will actually kill the pests not just cause them to move to another area.

- Roses at Binghamton – M. Apaka informed the trustees that the wind is causing the plants to lay on the ground and that the grounds staff has been discussing possible remedies to keep them up. M. Savala suggested using fence t-posts to prop up the roses.
2. Trustee Vacancy – M. Apaka communicated to the trustees that two applicants have applied thus far and the appointment will come from Skip Thompson’s office. It was also discussed that C. Gill should move to Vice Chairperson position with S. de Bie’s resignation last month; a vote will be required at the next meeting once the Chair, M. Kittyle, is present.
 3. Staff Appreciation Dinner - The trustees agreed that the annual employee appreciation dinner will be at Cattleman’s in Dixon again this year. M. Apaka will schedule with Cattleman’s for Dec. 3, 2018 @ 6:00 pm. J. Huff will create invitations to provide the staff and trustees with the details.
 4. Eagle Scout Presentation (Jared Strong) - the scout presented his idea for taking over a previous Eagle Scout project idea for a flag pole at Tremont. The project will encompass placing a new flag pole with solar light at Tremont Cemetery close to the kiosk. M. Apaka will work with the scout and come up with a schematic to present to the Board. M. Savala made a motion for the scout to proceed on the project. E. Rowe seconded the motion. 3 Ayes. Motion carried.

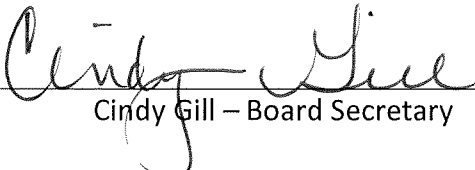
I. BOARD MEMBER’S COMMENTS

- E. Rowe – none
- M. Savala – Reminded trustees of conflict of interest and referred to the Brown Act.

J. BOARD SECRETARY’S COMMENTS

- None

K. ADJOURNMENT Meeting was adjourned by Board Secretary C. Gill at 4:40 p.m. The next regular board meeting is scheduled for Monday, October 8, 2018 at 3:00 p.m.


Cindy Gill – Board Secretary


Jennifer Huff, Clerk of the Board

