



Monday, June 14, 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 10:03 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
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

- Melinda Ingram, CPA (dated May 23, 2021)
- Steve Wood, GSRMA email (Dated June 2, 2021)

F. CONSENT AGENDA

- Approval of Regular Meeting Minutes for May 10, 2021. Minutes were delivered to the trustees for review/comments. B. Birdsong made a motion to approve the May 10th regular meeting minutes. M. Cooley seconded the motion. 5 Ayes. Motion carried.
- Approval of Special Meeting Minutes for May 14, 2021. Minutes were delivered to the trustees for review/comments. M. Cooley made a motion to approve the May 14th special meeting minutes. M. Savala seconded the motion. 5 Ayes. Motion carried.
- Approval of Expenditures for May 2021. Expenditures were delivered to the trustees for review/comments. M. Savala made a motion to approve the expenditures as presented. R. Jensen seconded the motion. 5 Ayes. Motion carried.

G. INFORMATION ITEMS

DISTRICT MANAGERS REPORT

- District Manager's Reports for May 2021 – M. Apaka spoke briefly about the Manager's report, answered questions accordingly. M. Apaka reported that the fence at Binghamton is complete, and it looks good. M. Savala expressed the need to remove the old barbed wire fence that has fallen in the ditch removed and clean-up the ditch once there is no water. Also, removing small stump, and small volunteer trees at the walk-thru gate and in the middle of the avenues. C. Gill reported that the photoshoot at Tremont is complete, and the photos look amazing. M. Apaka stated that J. Huff will be working on a price sheet as well as a flyer for the church.

H. BOARD DISCUSSION & POSSIBLE ACTION ITEMS

OLD BUSINESS

1. None

NEW BUSINESS

1. Conditions & Maintenance of Cemeteries

- Deeses Trees – M. Apaka presented a maintenance quote from Deeses. Showed tree of concern and proposal from Deeses. After review of quote and photos of concerned trees, M. Savala made a motion that we approve the quote for \$5,990.00 for Deeses Trees with the addition of tree trim work for one tree that is located at the NE corner at Tremont Cemetery to be included. B. Birdsong seconded the motion. 5 Ayes. Motion carried.
- Decorative Windmill donation – M. Savala informed the board that she has someone that wants to donate a windmill for the Binghamton cemetery. She and M. Cowan have personally looked at the windmill and think it would be a great. The blades are in great shape however the base will need to be rebuilt. Cemetery staff will work on getting bids to pick-up, relocate and rebuilt the windmill.

2. GANN Appropriation Limit for FY 2021/2022 – Solano County Auditor-Controller provided the 2021/2022 GANN limits. M. Savala made a motion that the SCD reserves the right, power, and authority to use the percentage change in the local assessment roll method for calculating the appropriations limits for Fiscal Year 2021/2022, if the amount is more advantageous to the district, once that information becomes available, and authorized the Auditor-Controller to implement the most advantageous method. B. Birdsong seconded the motion. 5 Ayes. Motion carried.

3. District Audit – B. Birdsong made a motion that we use Melinda S. Ingram, CPA for bi-annual audits of the SCD. M. Savala seconded the motion. 5 ayes. Motion carried.

4. 2021/2022 Budget -R. Jensen made a motion to move the budget review to July. B Birdsong seconded the motion. 5 Ayes. Motion Carried.

5. B.P. 401.1 Fees – Current cemetery fees and cost comparison was provided to all trustees. The trustees would like more information regarding median income per-capita for Vacaville and Dixon before any fee increase. ***Postponed to July Board Meeting***

6. Staff Hours – Staff start time and end times were discussed. Currently staff start times are staggered. After discussion it was agreed that the current staggered start times are working but will be revisited in a few months.
7. Grounds Forman Position – there was a brief discussion regarding the possibility of this position. More time is needed by the trustees to review proposed job description. ***Postponed to July Board Meeting with the addition of the District Managers job description.***

I. CLOSED SESSION: @ 11:43 AM

Prior to close of session, M. Apaka asked the reason of closed session. B. Birdsong informed her that they would be discussing the recent incident between her and another employee.

*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

J. RECONVENE TO OPEN SESSION: @ 12:09 pm

K. REPORT ANY ACTION TAKEN IN CLOSED SESSION

- No action was taken at this time.
- B. Birdsong asked if M. Apaka would like to give an additional information of the events that took place between her and C. Gabbard. M. Apaka, stated that she felt blindsided by the employee and felt there was hostility. The events that took place were intended to complete paperwork moving the employee from P/T to F/T employment. M. Apaka said she felt the employee came into the office confrontational. M. Apaka provided back story of lack of boundaries and trying to have some resolution with employee. They have an entangled boss/employee/friendship. M. Apaka feels the employee gets confused and mixes the boss/employee/friends when it's beneficial to her. M. Apaka felt that the intervention/facilitation of C. Gill was one-sided. B. Birdsong thanked M. Apaka for her side of the events. C. Gill asked M. Apaka for the password to her computer which was provided. M. Apaka asked why her computer was not here and C. Gill informed her that due to her asking J. Huff to delete all search history etc. from her computer the computer was removed until further notice.


L. BOARD MEMBER'S COMMENTS

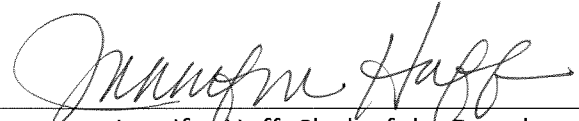
- B. Birdsong – A management perspective for M. Apaka. "A manager has the eagle eye view, not an on the ground view, expectations and accountability for on the ground staff."
- M. Cooley – PR is important for any business.
- R. Jensen – None
- M. Savala – All staff need proper tools to do their jobs. Would like to get her board packet sooner than Friday if possible. After brief discussion, packets will be emailed to trustee and printed copies will be available at the meeting.

M. CHAIRPERSON'S COMMENTS

- C. Gill –None.

N. 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