

## MINUTES OF REGULAR MEETING

Rio Vista-Montezuma Cemetery District

10:00 A.M.  
Tuesday, November 10, 2020

1016 Hwy. 12  
Rio Vista, CA 94571

**Meeting held under the modified teleconferencing rules authorized by Governor's Executive Order N-29-20:**

### **CALL MEETING TO ORDER/ROLL CALL**

Meeting was called to order at 10:00 A.M. by Chairman Richard Dana; Present: Jim Monahan, Trustee; Lana Cates, Trustee; Becky Burch, Trustee; Jean Rubier, Trustee; and Joana Rodriguez, Manager. All were present VIA Teleconferencing.

### **PUBLIC COMMENTS**

There were no public comments.

### **MANAGERS REPORT**

California Association Public Cemeteries (CAPC) annual conference scheduled for March 2021 in San Diego was cancelled. CAPC is partnering with Golden State Risk Management Association (GSRMA) to provide 4 educational programs, one being Harassment Prevention on February 9, 2021. Still reviewing pricing for Burials/Rules & Regulations. Received questionnaire letter from Civil Grand Jury in regards to Solano County Cemetery Districts County-wide district consolidation. Working with County Auditor Melinda Ingram to finalize the Audit Review. Burial for Rosan Keefer on November 9, 2020.

### **PERSONNEL**

Cheyenne Dana celebrated her 1 year with the cemetery on November 1, 2020. The Board approved a raise for Cheyenne Dana from \$20- to \$22- per hour. It was MSP by (Becky Burch/Lana Cates) to accept the raise retroactive as of November 1, 2020. Roll Call: Richard Dana (abstained), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier (yes). The vote was unanimous.

### **REMOVE FIXED ASSETS**

The Board approved for 3 John Deere Tractor/mowers to be removed from the Fixed Assets Report. It was MSP by (Jean Rubier/Jim Monahan) for the 3 tractor/mowers to be removed. Roll Call: Richard Dana (yes), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier (yes). The vote was unanimous.

### **FUTURE CARE OF CEMETERY**

The Board approved Resolution 2020-02 which is the transfer of \$300,000- from the District's Main account into a new established Future Care of the Cemetery account. It was MSP by (Becky Burch/Jim Monahan). Roll Call: Richard Dana (yes), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier (yes). The vote was unanimous.

### **APPROVAL OF MINUTES**

The Board reviewed the minutes of the regular meeting on October 13, 2020. It was MSP (Jean Rubier/Lana Cates) to approve the minutes of the October 13, 2020 meeting as read. Roll Call: Richard Dana (yes), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier (yes). The vote was unanimous.

### **APPROVAL OF ACCOUNTS PAYABLE**

The board reviewed the accounts payable for October 2020. It was MSP (Becky Burch/Jim Monahan) to approve the following account payable. Roll Call: Richard Dana (yes), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier. The vote was unanimous.

**Accounts Payable for October 2020 - See Attached**

### **MEMBERS REPORT**

Becky Burch spoke about the November 5, 2020 Understanding Construction and Contracting for Cemetery District: Are Bids Required? which everyone participated in. It was also noted that the Purchasing & Contracting Policy as well as all other policies should be reviewed for possible revision/updating.

### **ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned at 11:04 A.M.

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The presiding Director of the December 8, 2020 meeting hereby certifies that the above minutes were approved as read or corrected.