

MINUTES OF REGULAR MEETING
Rio Vista-Montezuma Cemetery District

10:00 A.M.
Tuesday, May 14, 2024

2795 Shiloh Rd
Birds Landing, CA 94585

CALL MEETING TO ORDER/ROLL CALL

Meeting was called to order at 10:00 A.M. by Chairman Becky Burch; Present: Jim Monahan, Trustee; Richard Dana, Trustee; Jean Rubier, Trustee; Shelly Landi; Trustee and Joana Rodriguez, Manager

PUBLIC COMMENTS

No public comments

TYRA HAYES FROM SOLANO LAFCO

Tyra Hays, Project Specialist with Solano LAFCO, was on hand to answer questions on the administrative draft that was recently released for the Rio Vista-Montezuma Cemetery District's Municipal Service Review (MSR).

MANAGERS REPORT

There was a burial for Letcher (Lyle) Jessee on March 21, Donald Griffith on April 22. Trustee's Richard Dana, Jim Monahan, Becky Burch, Jean Rubier along with Manager Joana Rodriguez and cemetery staff Kent Power and Cheyenne Dana traveled to Visalia for a Training Day on April 10. Then on April 17 Richard Dana, Jim Monahan, Becky Burch, Jean Rubier, Joana Rodriguez, Kent Power, Cheyenne Dana and Kacy Bowers Jr. traveled to Williams for Sexual Harassment Training (AB1825) and Ethics Training (AB1234). The connex box was delivered on April 24. Staff worked on completely cleaning out the cemetery shop. The Public Cemetery Alliance annual conference will be held on August 1 and 2 in Grass Valley. Manager Joana Rodriguez participated in the first monthly Zoom Meeting that Manager Domingo Lopez from Visalia started. The monthly meetings named "Around the horn" connect other cemeteries to discuss one topic to help support each other. The May topic was Non-Resident Policies. The goal is to share information about what different cemeteries are doing, best practices and general questions.

MEMORANDUM OF UNDERSTANDING (MOU) FOR SOLANO COUNTY FLEET

The Board reviewed the MOU for Solano County Fleet. It was MSP (Jean Rubier/Jim Monahan) to approve the MOU for Solano County Fleet. Roll Call: Richard Dana (yes), Jim Monahan (yes), Becky Burch (yes), Jean Rubier (yes) and Shelly Landi (yes).

SALARY INCREASES FOR FULL TIME EMPLOYEES

The Board voted on June 30, 2023 that all full time employees would receive an 8% salary increase beginning July 2024 based on the employee's performance and conduct over the evaluation period. The Board requested that Manager Joana Rodriguez go forward with the salary increase amount that was voted on June 30, 2023 by the Board.

APPROVAL OF MINUTE

The Board reviewed the minutes of the special meeting on April 5, 2024. It was MSP (Richard Dana/Jean Rubier) to approve the minutes of the April 5, 2024 meeting as read. Roll Call: Richard Dana (yes), Jim Monahan (yes), Becky Burch (yes) and Jean Rubier (yes) . The vote was unanimous.

The Board reviewed the minutes of the regular meeting on April 9, 2024. It was MSP (Shelly Landi/Richard Dana) to approve the minutes of the April 9, 2024 meeting as read. Roll Call: Richard Dana (yes), Jim Monahan (yes), Becky Burch (yes), Jean Rubier (yes), and Shelly Landi (yes). The vote was unanimous.

APPROVAL OF ACCOUNTS PAYABLE

The Board reviewed the accounts payable for April 2024. It was MSP (Jean Rubier/Jim Monahan) to approve the following account payable. Roll Call: Richard Dana (yes), Jim Monahan (yes), Becky Burch (yes), Jean Rubier (yes) and Shelly Landi (yes). The vote was unanimous.

Accounts Payable for April 2024 - See Attached

MEMBERS REPORT

Becky Burch requested a Special Meeting be held on May 22, 2024 @ 10:00 a.m. to discuss assigning funds from the unassigned fund balance to assigned funds for future cemetery purposes. Jean Rubier talked about what she had learned at the Training Day in Visalia which was how important it is to sticking with the agenda and topic and not straying away from it.

TOUR OF SHILOH & COLLINSVILLE

The Board had the opportunity to look at the bathroom building at Shiloh and and look at the shed and pump house at Collinsville as well as the location for the new Pat Gates memorial bench.

ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned at 11:50 A.M.

The presiding Director of the June 11, 2024 meeting hereby certifies that the above minutes were approved as read or corrected.