

SOLANO CEMETERY DISTRICT
BUSINESS MEETING
April 10, 2017

AGENDA

The Board of Trustees of the Solano Cemetery District will meet at the **Rockville Cemetery** located at 4219 Suisun Valley Road, Fairfield, CA 94534 on Monday, April 10, 2017 at **9:00 a.m.**

Date Posted: April 7, 2017

Time Posted: 9:00 a.m.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of March 13, 2017 Meeting Minutes - Action**
- 5. Public Comment -**

Limited to 5 minutes per person on any matter not on the Agenda, within the District's jurisdiction. No Board action. Comments will be limited to 5 minutes per person, per item. Opportunity for public comment on Agenda items will be provided at the time they are discussed by the Board.

6. Unfinished Business

- A. Future Projects and Development – Updates
 1. New Administration Building – Planning, Design and Project Budget presentation by Rob Henley, A2R Architects – Discussion/Possible Action
- B. Discuss Financing for the Administration Building Project – Possible Action
- C. Discuss Proposal from Tenant to Move Office and Storage Location on Leased Property – Possible Action
- D. Approve Estimate to Remove Deteriorated Asphalt and Install Concrete at the Suisun Fairfield Cemetery Equipment Yard - Action
- E. Approve Revision of Safety Program - Safe Practices and Operating Procedures for Opening and Closing Graves - Action

7. New Business

- A. Approval of March 2017 Revenue and Expense Report
- B. Approve Appropriation Transfer of Fund Balance for Removal and Maintenance of Trees – Action
- C. Review Trustee Compensation, Benefits and Reimbursement Policy # 1020
- D. Approve Administrative Assistant Job Description – Discussion/ Action
- E. Discuss and Approve Proposal for a Design Plan and Development of Section F at Rockville Cemetery - Action
- F. Discuss Participation in Special Districts Legislative Days – Possible Action

8. Committee Reports

- A. Finance Committee
- B. Building and Projects Committee

9. Staff Reports

10. Trustee Report

11. Adjournment

Mission Statement

To manage and maintain Suisun Fairfield and Rockville Cemeteries in a manner that preserves the beauty and dignity and offers professional interment services for our community.