

Solano Cemetery District  
Board of Trustees Meeting  
March 12, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on March 12, 2018 at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Boardmember Engell lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ashley, Ellsworth, Engell, Little **STAFF PRESENT:** General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of February 13, 2018 meeting minutes; Approval of February 2018 Revenue and Expense Report; Boardmember Ellsworth motioned to approve the Consent Calendar as received. Seconded by Boardmember Little. The motion passed unanimously,.
6. **UNFNISHED BUSINESS:**

A. Jim Parr Lease Agreement - A copy of the lease was distributed to the Board for review. General Manager Goodrich reported that the new lease includes rent in the amount of \$1,250.00 and the extension of the lease to 2029. The lease was reviewed and approved by the attorney. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the lease agreement with Jim Parr. The motion passed unanimously.

B. Future Projects and Development -

1. New Administration Building - Vice Chairman Robinson reported that the Building/Projects Committee met with Rob Henley of A2R Architects on February 21, 2018. Attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Trustees Wayne Engell and Jim Robinson. Vice Chairman Robinson reported that the sewer layout is behind us. Tony from Karn Engineering talked to SID about the water problem that the District faces during extreme weather conditions. SID will assist with the problem and will talk to the County about managing storm water. The time line for removal of the agricultural building is behind schedule. The demolition schedule was discussed and the goal is to have the building gone by the end of March. PG&E will disconnect the power line; the contractor will fence the site; Karn will set north property corners; the Cost Estimator will adjust the cost estimate. Mr. Henley is hoping for six bidders. Costs seem to be on track. The need for public relations work was discussed. It was agreed that it would be sensible to inform the public about the project and put to rest speculation and concerns that might exist.
2. Report on Funding - In answer to a question of Chairman Kilmer, Maintenance Supervisor Dooley explained how the SID project will affect the new building. Boardmember Engell reported on the demolition of the metal structure. He stated the bathroom and scale house were not removed; this is part of the demolition that we will pay for. Chairman Kilmer stated that the \$4 million funding for the new building is in a custodial Project fund account in U.S. Bank National Association. He stated that we need to understand what the Committee's role is and what Staff's roll is. The coordination between the contractors should be controlled by Maintenance Supervisor Dooley. The Committee's job is to oversee the procedure.. Rob is now working to get the permit. Boardmember Engell explained the discussion he had about the engineer and the permit. Maintenance Supervisor Dooley explained what the process is for getting the permit at the present time. Rob is looking into getting the foundation portion signed off. The engineer is waiting for a report from Karn on the draining.

7. **NEW BUSINESS**

A. Discuss Lot Line Adjustment for Rockville Cemetery - Chairman Kilmer addressed the transfer of property at the Fairfield Suisun Cemetery which was not done correctly 30 years ago. It was finally taken care of

recently. In dealing with the new building, we need to be sure everything has been recorded correctly. He went on to say that in the future there is always the possibility that we may want to sell the office building. Therefore, he suggested doing a lot line change putting the building on a separate lot. The cemetery would be on one parcel which would include the stone chapel and the office would be on a separate parcel. It was agreed that the Committee will ask Rob Henley to look into this.

B. Discuss Sphere of Influence - Chairman Kilmer distributed a map of the cemetery showing our sphere of influence. He suggested increasing our sphere of influence by opening it up to Vallejo and Benicia residents. This matter, will be continued to next month's agenda.

C. Review and Approve Cash Handling Policy #5033 - General Manager Goodrich stated that this is a new policy. There was some discussion concerning the District accepting cash payment noting that many of the districts statewide do not accept cash. A motion was made by Boardmember Engell, seconded by Boardmember Ellsworth approving Cash Handling Policy #5033. This motion passed unanimously.

D. Review and Approve Petty Cash Policy #5034 - This is a new policy. A motion was made by Boardmember Ashley, seconded by Boardmember Little approving Petty Cash Policy #5034. The motion passed unanimously.

## **8. COMMITTEE REPORTS**

A. Finance Committee - Chairman Kilmer reported that he met with General Manager Goodrich and Maintenance Supervisor Dooley and reviewed next year's budget. He reported that maintenance projects and outlays have to be included in the budget. They will meet again in April and have a preliminary budget to bring to the Board in May.

B. Building and Projects Committee - Vice Chairman Robinson reported that the Committee will be meeting with Rob today.

## **9. STAFF REPORTS**

General Manager Goodrich reported that she enjoyed the conference. Maintenance Supervisor Dooley reported that demolition of the metal building is a little behind schedule. The building has been removed. Rob is still working on reports before going out to bid. Chairman Kilmer asked that we keep this project moving.

## **10. TRUSTEES REPORT**

Boardmembers Little and Ellsworth reported that they enjoyed the conference. Vice Chairman Robinson reported on the CAPC Conference held at the Embassy Suites Hotel, San Luis Obispo, on February 23, and 24 attended by Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth and Little, General Manager Goodrich and Maintenance Supervisor Dooley. Vice Chairman Robinson reported on the following topics that were discussed: Featured Cemetery, North County Cemetery District; CalOSHA Safety and Health Requirements for Cemeteries; Legislative Update; Ethics Training (AB1234); Separate Breakout Discussion Sessions; Embezzlement/Bond Loss' Liability for Dangerous Conditions of Public Cemetery Property; Board of Directors Meeting; Election of Officers; Annual Awards Dinner. The full report is attached. Chairman Kilmer encouraged all Boardmembers to attend the conferences because of the topics discussed and information received.

## **11. ADJOURNMENT**

The meeting adjourned at 10:01 a.m. The next meeting will be April 9, 2018, 9 a.m. at Fairfield Suisun Cemetery.

Respectfully submitted,

Mary Ellsworth, Secretary