

Suisun Fairfield Rockville Cemetery District
Board of Trustees Meeting
March 14, 2016

The Board of Trustees of the Suisun Fairfield Rockville Cemetery District met in regular session on March 14, 2016 at the Suisun Fairfield Cemetery.

Vice Chairman Robinson called the meeting to order at 9:08 a.m. with Board Member Robinson leading the Flag Salute.

TRUSTEES PRESENT: Vice Chairman Robinson, Board Member Ellsworth, Board Member Engell, Board Member Little, Board Member Ashley, Board Member Bertani,

ABSENT: Chairman Kilmer-excused absence.

STAFF PRESENT: General Manager Doris Goodrich, Donnaleigh Hanson

OTHERS PRESENT: None

COMMENTS FROM THE FLOOR: None

CONSENT CALENDAR: Board Member Ellsworth motioned to approve the Consent Calendar as presented. Board Member Ashley seconded the motion. The motion passed with (6) Ayes (1) Absent

UNFINISHED BUSINESS –

Future Projects and Development – The continuation of the retaining wall at Suisun Fairfield Cemetery will be added to next year's budget. Vice-Chairman Robinson asked if the Board Members have been thinking about the name change for the Suisun Fairfield Rockville Cemetery District. Vice-Chairman Robinson thought of using the name Central Solano Cemetery District. Board Member Little suggested waiting until the District gets closer to acquiring the property for the third Cemetery. General Manager Goodrich suggested the name Solano Cemetery District.

Discuss Remodel of Rockville Office-Vice Chairman Robinson reported that the remodel of the Rockville Administrative Office has been put on hold because of some issues that have come up. Two of the issues brought up are the septic system backing up into the office, the trailer and storage area. Board Member Robinson and Board Member Engell will be meeting with the architect to go over the floor plan. Board Member Engell stated they added an office for Sean Dooley, the Maintenance Supervisor; they also added one more wall into the plan. Board Member Engell stated the septic system at Rockville Cemetery needs to be addressed. Board Member Engell suggested that the septic system needs to be replaced before the remodel. Board Member Ashley made a motion to obtain some bids for the septic system to be brought back to the next board meeting. Seconded by Board Member Ellsworth. The motion passed with (6) Ayes (1) Absent.

Discuss Update on the Repair to Automatic Security Gate at the Suisun Fairfield Cemetery- General Manager Goodrich reported that she talked to the owner of R & S Erection about the automatic gate at Suisun Fairfield Cemetery. A new arm on the automatic gate will be installed on March 15, 2016. The technician will trouble shoot to see why the gate is having other issues and will try to fix it with no charge unless they have to purchase new parts. Maintenance Supervisor Dooley will meet with R & S Erection the day they install the new arm and oversee the work.

NEW BUSINESS-

Discuss Participation in the Special Districts Legislative Days-The dates for the Legislative Days are May 17-18, 2016. Vice-Chairman Robinson asked if there are any volunteers that would like to attend. Vice-Chairman Robinson encouraged Board Members to attend the Special District Legislative Days, May 17-18, 2016.

Approve a Quote for the Purchase and Installation of Granite Columns in the Baby Niche Section of the Court of Serenity- Vice-Chairman Robinson reported the Suisun Fairfield Rockville Cemetery District received a quote from Napa Marble & Granite for granite columns to be placed next to the Baby Section in the Court of Serenity. General Manager Goodrich suggested asking local Artist Phil Glashoff for suggestions on statuary that would have a nice appeal for the Baby Section. The Building and Project Committee is recommending that the Board approve the quote, not to exceed \$10,000 and will ask for samples of the granite color so they can visually see if it will work with the existing Baby Section. Board Member Ashley made a motion to move ahead with this project and accept the quote from Napa Marble not to exceed \$10,000 for two granite columns to be placed next to the Baby Section in the Court of Serenity. Board Member Ellsworth seconded the motion. The motion passed with (6) Ayes (1) Absent.

Approve the Estimate for the Purchase and Installation of a Security Camera System at the Rockville Cemetery- General Manager Goodrich reported on the break-ins and thefts at the Rockville Cemetery. General Manager Goodrich contacted Alarmtech to provide a quote for a security system at the Rockville Cemetery. Alarmtech will place one camera on the equipment shed, one on the building facing the outside break room and trailer and one from a distance for a wider angle. Board Member Engell made a motion to accept the bid from Alarmtech for \$6,753.78 for the Motion Detector and Camera System. Board Member Little seconded the motion. The motion passed with (6) Ayes (1) Absent.

Discuss a Request from the Catholic Diocese to Contract with the District for Paid Services to Open and Close Graves in the St. Alphonsus Cemetery- Vice-Chairman Robinson stated if this will benefit the Suisun Fairfield Rockville Cemetery District. Board Member Engell suggested changing the wording to (1) backhoe for (1) day and Operator and change the fee to \$555.00 on the Estimated Cost to the District to Contract with the Catholic Diocese for each funeral service. Vice-Chairman Robinson stated that the District has to factor in wear and tear on our equipment. Board Member Ashley suggested charging at least \$1,000.00 for the Opening and Closing. Vice-Chairman Robinson suggested bringing this item back to the board.

COMMITTEE REPORTS:

Finance Committee – No Report.

Building and Projects Committee – Vice-Chairman Robinson reported the Building and Projects Committee met on February 19, 2016. The Committee discussed the columns that will be placed in the Baby Section of the Court of Serenity at the Suisun Fairfield Cemetery, the remodel of the Rockville Cemetery Office and the septic system. The Committee also discussed the removal of the trailer and the location of the equipment storage area at the Rockville Cemetery. The Committee discussed the security at the Suisun Fairfield Cemetery in the Columbarium area. Board Member Engell and Vice-Chairman Robinson will meet with Paul Friend of PDF Architects to discuss the floor plan for the Rockville Cemetery Office. On March 11, 2016 Board Member Engell and Vice-Chairman Robinson met to discuss the septic system at Rockville Cemetery. Vice-Chairman Robinson reported there was an informative article in the Special District magazine about prevailing wage and certified contractors.

Personnel Committee – Board Member Little stated she is pleased with who was hired as Maintenance Supervisor for the Suisun Fairfield Cemetery District.

STAFF REPORTS – General Manager Goodrich passed around a card to the Board Members from Ron Pienovi thanking them for all the great years. General Manager Goodrich gave the Board an update from Officer Conner who is a Crime Specialist with the Fairfield Police Department. Officer Conner stated the Suisun Fairfield Cemetery should have a no tolerance approach and the automatic gate needs to be repaired. Officer Conner suggested the Board approve an Administration citation fee of \$100.00 to cite the families who choose not to comply with the Rules and Regulations of the Suisun Fairfield Rockville Cemetery District after receiving certified notification of noncompliance. General Manager Goodrich discussed the safety of the office staff at the Suisun Fairfield Cemetery. General Manager Goodrich will check into headphones with Bluetooth capability for the outside staff and bring back the information to the Board. The headphones will be useful so the office staff can contact the outside staff when there is an urgent issue and they need assistance.

TRUSTEE REPORT-None

The next regular Board Meeting is scheduled at 9:00 a.m. on April 11, 2016 at the Rockville Cemetery.

With no further action Vice Chairman Robinson adjourned the meeting at 10:08 a.m.

Respectfully Submitted,

Mary Ellsworth, Secretary
By Donnaleigh Hanson