

Solano Cemetery District
Board of Trustees Meeting
April 9, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on April 9, 2018 at the Suisun Fairfield Cemetery.

1. **CALL TO ORDER** - Chairman Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Vice Chairman Robinson lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little Boardmember Ashley excused. **STAFF PRESENT:** Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of March 12, 2018 meeting minutes; Approval of March 2018 Revenue and Expense Report. Boardmember Ellsworth motioned to approve the Consent Calendar as received, seconded by Boardmember Little. The motion passed unanimously. Boardmember Ashley excused.

6. **UNFNISHED BUSINESS:**

A. Jim Parr Lease Agreement - Chairman Kilmer reported that he and General Manager Goodrich met with Mr. Parr. The agreement could not be signed because Mr. Parr believes the rent is too high although this was discussed previously. He wants to continue with the current lease. Chairman Kilmer stated in that case the District cannot move forward with the new building until it reaches its 20 years anniversary. Mr. Parr will have his attorney prepare the lease and bring it back to the District. We remove nothing from the building until the lease is signed by Mr. Parr. Chairman Kilmer went on to say that there was a clause in the insurance portion that stated "all vehicles"; Mr. Parr will talk to his insurance agent about this. Chairman Kilmer stressed that we need to make sure that we have everything in order in the future before moving forward.

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 March 12, 2018. Attending were General Manager Doris Goodrich and Maintenance Supervisor Sean Dooley, Trustees Wayne Engell and Jim Robinson. The new metal building permit was discussed and GT Aubert Construction had originally stated they had an engineer on staff was to provide the necessary drawing for the permit. The plan now is to reverse engineer the foundation to provide the county with a site plan for a permit to be issued. A draft of the bidding documents is being prepared and plans for a contractors' walk-through. The bidding will be next month. The demolition of the agriculture building concrete will take approximately two weeks. The question of going out to bid for the demolition earlier rather than waiting was discussed, as well as the concern about rain creating a problem with the site being an issue. Maintenance Supervisor Dooley expressed concern about noise during the demolition when services are scheduled and asked if the work could be suspended briefly at that time. The question of the building lot being separate from the rest of the District property was also discussed. An interior rendering is being prepared; a grading and drainage drawing by Karn Engineers will include a bio-retention basin; and grave site indicator preparation on the exterior of the building were additional subjects considered. The next meeting will include samples of interior hardware and fixtures.

Vice Chairman Robinson further reported that the Committee met again on March 22, 2018 and an illustration of the proposed lobby was presented and a discussion followed. Further work on this part of the design is needed. The new metal building foundation plan required for the permit includes involving a geo-technical engineer and reverse engineering. A separate line lot for the new administration was also discussed. Robert Karn will be investigating to see if that can be done. The grave finder kiosk will need 240 amp underground installed. Matching hardware samples were viewed. ADA requirements were also considered. The

district will advertise for slab removal contractors through building exchanges. Plumbing hardware for the restrooms was discussed including the installation of manual flush valves or automatic. Fire extinguishers will be housed in cabinets. 2. New Metal Agriculture Building - Chairman Kilmer reported that he, Trustee Engell and Maintenance Supervisor Dooley met with Jerry Aubert and agreed on what is needed. The engineer requested holes to be drilled in the foundation and samples of the soil taken to move forward. David Cymanski, Principal Geo Technical Engineer with KD Engineering, submitted a \$3,500.00 quote to perform the slab coring, soil samples and lab testing.

Further, Maintenance Supervisor Dooley and Chairman Kilmer met with the County and were told they did not care about compacting. Maintenance Supervisor Dooley reported that he received an email from Mr. Perry saying he is waiting for more information (probably waiting for the reports that were requested from Rob Henley) in order to move forward. Maintenance Supervisor Dooley will respond and tell him what he needs to do. Maintenance Supervisor Dooley further reported that he met with Rob Henley last week regarding the water source for the new building. Chairman Kilmer stated that we need a payment schedule from Mr. Henley, and a timeline so we can figure our cash outlay. The Board Members agreed.

7. NEW BUSINESS

A. Amend Bylaws (D) Powers, Duties and Compensation (5) Board Compensation in Compliance with IRS Rev. Rul. 61-113, 1961-1 C.B. 400 and to Increase Stipend from \$100 to \$110 for each meeting up to \$440 in any calendar month - Chairman Kilmer explained the reason for the change. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the amendment to Bylaws (D) Powers, Duties and Compensation (5) Board Compensation in Compliance with IRS Rev. Rul. 61-113, 1961-1 C.B. 400 and to Increase Stipend from \$100 to \$110 for each meeting up to \$440 in any calendar month. The motion passed unanimously. Boardmember Ashley excused.

8. COMMITTEE REPORTS

A. Finance Committee - Schedule April Meeting to Review Proposed FY 2018-2019 Budget - Chairman Kilmer reported that he and Boardmember Little met with General Manager Goodrich concerning this budget. Everything is in order and looks good for next year. This will be presented to the Board at the next meeting.

B. Building and Projects Committee - Chairman Kilmer responded to a question of Boardmember Engell concerning the time line stating that everything must be in place before we move forward.

9. STAFF REPORTS

Maintenance Supervisor Dooley reported that he has an estimate for repairing the road at Suisun Fairfield Cemetery. He explained what repairs will be done which includes black topping. This will be done before June 30. They have an estimate of \$900 to remove debris from the Suisun Fairfield Cemetery. This will be taken care of within three months.

10. TRUSTEE REPORT

Boardmember Little asked why the sphere of influence matter was not on the agenda. Chairman Kilmer replied that General Manager Goodrich has not had time but will be taking care of this.

11. ADJOURNMENT

The meeting adjourned at 9:40 a.m. The next meeting will be May 14, 2018 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth, Secretary