

Suisun Fairfield Rockville Cemetery District
Board of Trustees Meeting
April 11, 2016

The Board of Trustees of the Suisun Fairfield Rockville Cemetery District met in regular session on April 11, 2016 at the Rockville Cemetery.

Chairman Kilmer called the meeting to order at 9:00 a.m. with Chairman Kilmer leading the Flag Salute.

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

ABSENT: Board Member Ashley.

STAFF PRESENT: General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Office Assistant Donnaleigh Hanson

OTHERS PRESENT: None

COMMENTS FROM THE FLOOR: None

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

UNFINISHED BUSINESS –

Future Projects and Development- General Manager Goodrich stated there are no new additions or completed projects on the list of Future Development and Projects. Board Member Little suggested item #1- Name Change of District should wait until the changes are made to the Suisun Fairfield Rockville Cemetery District with the addition of the third Cemetery. Chairman Kilmer suggested planning ahead with the name change. The Board reviewed the updated floor plans for the Rockville Cemetery Office remodel. Chairman Kilmer stated Jim Campi will be doing the engineering for the sewer plan for \$1,200.00 approved by General Manager Goodrich.

Discuss Update on the Repair to Automatic Security Gate at the Suisun Fairfield Cemetery- General Manager Goodrich reported the staff has been monitoring the automatic gate on the cameras at the Suisun Fairfield Cemetery. The gate has been working properly with the exception of a glitch one evening when the gate opened for 15 minutes and shut again.

Maintenance Supervisor Dooley reported there is a new repair man from R & S Erection who will be taking care of the automatic gate. The repair man stated there are numerous things that can go wrong with the gate and it is a very complicated system. Maintenance Supervisor Dooley stated one of the main issues with the automatic gate is that it runs on solar. Chairman Kilmer suggested that Maintenance Supervisor Dooley call Brad Cranston in the Construction Services for P. G. & E. to discuss installing electrical power to the automatic gate.

Update on Request from the Catholic Diocese to Contract with the District for Services in the St. Alphonsus Cemetery- General Manager Goodrich reported that she met with the Grounds Crew from Suisun Fairfield Cemetery and Rockville Cemetery to discuss opening and closing graves for St. Alphonsus. It was the consensus of the employees that they do not have the time or the personnel to open and close graves for St. Alphonsus. General Manager Goodrich recommended that the District decline the request to contract with St. Alphonsus to provide burial services. Chairman Kilmer suggested hiring another full time position which will offset the costs. Chairman Kilmer suggested bringing this back to the Board after further research.

NEW BUSINESS-

Approve Investment Policy Revisions-General Manager Goodrich reported that revisions were made to the Investment Policy to comply with the updates in the Government Code. On page 2 under Investment Authority, the Trustees may invest and reinvest the principal of the endowment care fund. The principal of the endowment care fund was removed and added was surplus money not required for the immediate necessities. On page 3 under Internal Controls added was 7.3. In the event the portfolio or individual investments are deemed to be out of compliance with either statute or the investment policy, the District will reinvest the funds in another permitted investment pursuant to the policy. On page 5 A-1 rating

was removed and “A” was added. Board Member Ellsworth made a motion to approve the Investment Policy Revisions. Seconded by Board Member Engell. The motion passed with (6) Ayes (1) Absent.

Discuss Retainer Agreement with Legal Counsel- General Manager Goodrich reported that she received a letter from Bob Hunt’s office requesting a signature to renew the Retainer Agreement. General Manager Goodrich recommended staying with Solano County Counsel. The fees are less expensive with County Council and they provide a quicker response to the District. General Manager Goodrich will respond to Hunt Jeppson & Griffin LLP that the District will not retain their services this year but may use them again in the future.

Appoint Real Property Negotiators- Board Member Ellsworth made a motion to approve the Negotiating Ad Hoc Committee consisting of Chairman Kilmer, Board Member Little and Board Member Ellsworth. Seconded by Board Member Robinson. The motion passed with (6) Ayes (1) Absent.

Closed Session- Chairman Kilmer adjourned into closed session at 9:40 a.m. to discuss negotiating strategies.

Open Session- Chairman Kilmer reconvened to open session at 9:52 a.m. He reported that the Board took appropriate action advising the Committee on a direction to go with negotiations.

COMMITTEE REPORTS:

Finance Committee – No Report.

Building and Projects Committee – The Building and Project Committee met on March 31, 2016. Attending were General Manager Goodrich, Board Member Robinson and Board Member Engell. Granite samples for the vase column additions for the Court of Serenity were submitted by Steve Simich of Napa Marble and Granite. The Building and Projects Committee agreed that Colonial Rose is the color that best compliments the existing color of granite. The cost for the project is \$9,720.00.

The septic system failure at Rockville during the recent heavy rain was discussed. A bid was submitted by Jim Campi PE. for the septic system engineering including site evaluation and design proposal. Frank’s Septic Service was mentioned as a possible contractor for the project. Board Member Robinson also reported the Rockville Remodeling Project discussion included obtaining an evaluation of the asphalt and root situation on the east side of the building; location and electrical service for the temporary office trailer during the remodel; parking; setting up phases for the project; project management.

Board Member Engell and Board Member Robinson will meet with PDF Architects for an update of the floor plan for the Rockville Cemetery Office. Board Member Robinson stated General Manager Goodrich suggested adding an upright marker section for the Suisun Fairfield Cemetery to the Future Projects and Development list.

Personnel Committee – Nothing to Report

STAFF REPORTS – Maintenance Supervisor Sean Dooley reported on a meeting with the outdoor staff and General Manager Goodrich at the Suisun Fairfield Cemetery. General Manager Goodrich reviewed district polices and Maintenance Supervisor Dooley worked with the outdoor staff on relationships and earning trust.

TRUSTEE REPORT-Board Member Little stated the trip to Seaside for the CAPC annual conference was great. Board Member Bertani also stated that he enjoyed the conference. Board Member Ellsworth informed the board that former board member John Este’s wife passed away and the funeral was scheduled for today. An official report of the conference was submitted by Board Member Robinson. It will be available for review in the District Office. Chairman Kilmer stated he is a little disappointed in the participation for the Legislative Days. Chairman Kilmer stated it is an opportunity as a Special District to talk to the Legislatures.

The next regular Board Meeting is scheduled at 9:00 a.m. on May 9, 2016 at the Suisun Fairfield Cemetery.

With no further action Chairman Kilmer adjourned the meeting at 10:34 a.m.

Respectfully Submitted,

Mary Ellsworth, Secretary
By Donnaleigh Hanson