

Solano Cemetery District
Board of Trustees Meeting
May 14, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on May 14, 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 Little lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little Boardmember Ashley excused. **STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - Ray Conner addressed the Board stating that he has some concerns about the proposed building and requested a copy of the budget and asked to see the plans. General Manager Goodrich will email Mr. Conner the Budget.
5. **APPROVAL OF CONSENT CALENDAR:** Approval of April 9, 2018 meeting minutes; Approval of April 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 - General Manager Goodrich reported that the attorney has been in the hospital so we do not have the lease with the changes. This item was continued to the next meeting.
 - B. Future Projects and Development - -General Manager Goodrich reported that she and Maintenance Supervisor Dooley are working on beautification of the grounds . After some discussion it was agree that Items 1 and 5 of the Five year plan will be eliminated.
 1. New Administration Building - Planning, Design - Vice Chairman Robinson reported on the meetings of the SCD Building/Projects Committee with Rob Henley, A2R on April 19 and May 8, 2018. Copies of the reports are attached. General Manager Goodrich reported that there is no asbestos in the buildings to be demolished. Maintenance Supervisor Dooley confirmed that Mr. Henley, Architect, sent the plans to the County on May 8. This process could take up to two weeks. 2) Report on Funding Investment - The Asset Detail as of March 31, 2018 from US Bank was included in the agenda packet. General Manager Goodrich reported that for the month of April the account earned \$657.53.
7. **NEW BUSINESS**
 - A. Discuss Sphere of Influence - LAFCO representatives Michelle McIntyre and Rich Seithel, Executive Officer, attended the meeting. Chairman Kilmer stated that one of the District's questions is should the District be offering public cemetery service to Vallejo. Mr. Seithel responded saying he thinks the District should talk to Vallejo; however, the first step is the District needs to have a Municipal Service Review (MSR). This needs to be done every five years. The cost for the review is between \$20,000 and \$30,000. Chairman Kilmer stated that we would talk to Vallejo and suggest Mare Island as a possible site. He also stated that we need to look at what it would do to our current operation and questioned whether it would be an expansion or a new district. Boardmember Little suggested including Benicia as part of the review.
 - B. Review and Approve Ordinance 01-2018 - An Ordinance increasing the Trustees' compensation for attending Board meetings. A motion was made by Boardmember Ellsworth, seconded by Boardmember Little, approving Ordinance 01-2018 - An Ordinance increasing the Trustees' compensation for attending Board meetings. The increase is from the current (\$100.00 to \$110.00) The motion passed unanimously; Boardmember Ashley excused.

C. Review and approve Proposed FY 2018-2019 Budget - General Manager Goodrich reported that the County is still adding the Board to the accounting system. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the proposed FY 2018-2019 Budget. The motion passed unanimously; Boardmember Ashley excused.

8. COMMITTEE REPORTS

- A. Finance Committee - No report.
- B. Building and Projects Committee - No report.

9. STAFF REPORTS

Chairman Kilmer asked if we are out to bid on the concrete demolition. General Manager Goodrich reported we are in the process. It has to be published twice. All other matters are being taken care of. Chairman Kilmer stressed that nothing goes until we have permits.

General Manager Goodrich reported she attended the California Special District Association Chapter Formation Meeting and LAFCo Update. Attendees included representatives from special districts throughout the area. The agenda included a presentation by Colleen Haley, Field Coordinator for SCDA on the benefits of Chapter formation and networking. The Contra Costa Chapter Leader shared that there are scholarships available for Leadership Training; he had various suggestions for area meetings, developing a website for the chapter and quarterly newsletters. The CSDA Resource Specialist gave a brief presentation on the services available from the SCDA Alliance. The meeting ended with a vote to proceed with forming a CSDA Solano County Chapter. One of the Vacaville Special Districts will host the first meeting sometime in July. Lee Tedder, Trustee for Vacaville Cemetery District will be the Chapter Leader. The Chapter meeting will discuss Special District representation on the LAFCo Board and if Special Districts are interested in contributing to the cost.

Mr. Seithel stated that they discussed the Special Districts having a representative on LAFCo. Chairman Kilmer stated that he believes a Special District representative is needed.

Maintenance Supervisor Dooley reported that the road work at both cemeteries is complete. They are working on the carpet in the church.

10. TRUSTEES REPORT - No reports.

11. ADJOURNMENT

The meeting adjourned at 9:52 a.m. Because Chairman Kilmer will not be available for the regular meeting date of June 11, the next meeting will be held June 18, 2018 at Suisun Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary