

Solano Cemetery District  
Board of Trustees Meeting  
June 18, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on June 18, 2018 at the Suisun Fairfield Cemetery.

1. **CALL TO ORDER** - Vice Chairman Jim Robinson called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Boardmember Ellsworth lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Vice Chairman Robinson, Boardmembers Ashley, Ellsworth, Engell, Little Boardmember Kilmer excused. **STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of May 14, 2018 meeting minutes; Approval of May 2018 Revenue and Expense Report.; Review of Budget Status, General Ledger and Endowment Care Reports. Boardmember Ellsworth motioned to approve the Consent Calendar as received, seconded by Boardmember Ashley. The motion passed unanimously. Boardmember Kilmer excused.
6. **UNFNISHED BUSINESS:**
  - A. Jim Parr Lease Agreement - General Manager Goodrich reported that there is a very extensive insurance requirement that has to be resolved which is what Mr. Parr is waiting on. The matter is with the underwriter at this time.
  - B. Future Projects and Development - Vice Chairman Robinson reported that the Committee is meeting with the Architect today. Bids have been received for the demolition of miscellaneous site demolition and the contract is on the agenda for approval.
    1. New Administration Building - Planning, Design - General Manager Goodrich reported on the bid process stating that the first time they called for bids only one bid was received. They re-advertised and received bids from Vaca Valley Excavating, Swank Construction and Lister Construction.
    - 2 Award Contract to Lowest Responsive and Qualified Bidder for Miscellaneous Site Demolition. A motion was made by Boardmember Little, seconded by Boardmember Engell accepting the bid from Vaca Valley Excavating in the amount of \$58,725.00. The motion passed unanimously. Chairman Kilmer excused.
7. **NEW BUSINESS**
  - A. Public Cemetery Alliance 2018 Annual Meeting - Chairman Kilmer will attend this meeting.
  - B. Approve 2 percent COLA Pay Increase - General Manager Goodrich reported that the CPI is 3.2 percent. She recommended a 2 percent increase for the employees, stating that this is included in the budget. A motion was made by Boardmember Engell, seconded by Boardmember Little approving the 2 percent COLA pay increase for Solano Cemetery District employees. The motion passed unanimously; Chairman Kilmer excused.
  - C. Review and Approve Final FY 2018 Budget - General Manager Goodrich briefly explained portions of the budget. A motion was made by Boardmember Ashley, seconded by Boardmember Ellsworth approving the Final FY 2018-2019 budget. The motion passed unanimously. Chairman Kilmer excused.
8. **COMMITTEE REPORTS**
  - A. Finance Committee - No report
  - B. Building and Projects Committee - No report.

**9. STAFF REPORTS**

Maintenance Supervisor Dooley reported Rob Henley, Architect, is resubmitting the permit for Jim Parr's building for plan checking. The final inspection is expected by the end of the week.

General Manager Goodrich reported that staff is closing out the fiscal year and preparing for an audit in August. Larry Bain will be conducting the audit again.

**10. TRUSTEE REPORT**

General Manager Goodrich responded to a question of Boardmember Little questioned concerning a burial in the amount of \$850.00.

**11. ADJOURNMENT**

The meeting adjourned at 9:18 a.m. The next meeting will be held on July 16 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary