

Solano Cemetery District
Board of Trustees Meeting
July 16, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on July 16, 2018 at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
 2. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer 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 **GUEST:** Rob Henley, A2R Architects
 4. **PUBLIC COMMENT** - None
 5. **APPROVAL OF CONSENT CALENDAR:** Approval of June 18, 2018 meeting Minutes; Approval of June 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 noted the following changes to the lease: Page 1 Item 2, Term, the term of the lease is through 2038; in answer to a question of Boardmember Little as to how much the District receives, (page 2c) the District receives \$5,200 annually; Page 3, 6A, last sentence add the word "to" "directly to District." Page 7, 13, Recapture of Possession of Leased Property: General Manager Goodrich explained the recapture of the Baldwin Stone Barn. Chairman Kilmer questioned whether we have enough land for burials for the next 11 years. Maintenance Supervisor Dooley replied yes, and explained. Exhibit A, Lease Parcel Description, There was some question concerning encroachment into this area and verifying the boundary/ Rob Henley, A2R Architects, stated that this has been looked into; it was agreed that the corners need to be set. A motion was made by Boardmember Engell, seconded by Vice Chairman Robinson, approving the new lease agreement with Jim Parr. The motion passed unanimously, Boardmember Ashley excused.
 - B. Future Projects and Development
 1. New Administration Building - Rob Henley, A2R Architects, addressed the agricultural building reporting that the County needed more clarification. He explained what information the County needed and stated he will be following up on this today. Once this is accepted by the County we will get the permit and an inspection for a contract with Vaca Valley for the metal building. Chairman Kilmer stated that Mr. Aubert needs to follow through with this and requested that a letter be sent advising him that he will be charged for the rent we are losing. There was considerable discussion concerning who is responsible. Mr. Henley will call Perry Tabor, Engineer, and let the District know what is happening. It was agreed that the Building and Projects Committee and Maintenance Supervisor will meet with Mr. Aubert to take care of this matter.
- Mr. Henley reported that he talked to County Counsel about the bidding for the building slab. He was advised to follow the County's bidding process which he did. Three bids were received and Vaca Valley was the low bidder. Mr. Henley further stated that the building design is finished. There have been problems with SID (Solano Irrigation District) and they are waiting for definitive input to be able to finish the site work. There are mitigating issues with the canal. The other issue is with City of Vallejo water; they are close to resolving this. Installing sprinklers and a well were discussed. Mr. Henley will look into the water supply situation.

7. NEW BUSINESS

A. California Association of Public Cemeteries Annul Education Seminar - The conference will be held at Lake Tahoe on October 4-6, 2018. Boardmembers Robinson, Ellsworth and Kilmer will be attending and possibly Boardmember Little.

u. COMMITTEE REPORTS

A. Finance Committee - General Manager Goodrich reported that interest in the amount of \$2,323.71 has been earned for three months on the \$4 million dollar investment. She noted that we must have an audit annually.

B. Building and Projects Committee - Vice Chairman Robinson distributed notes for the Committee meetings of June 18 and June 26, 2018. The notes are attached.

9. STAFF REPORTS

Maintenance Supervisor Dooley reported that the gate at Fairfield Suisun Cemetery has been fixed. A stop sign has been added when the gate is closed. He further reported that he met with SID. SID is aware that it is their responsibility for moving the water. **This is mostly landscaping and we are not investing in a tank that holds the water. He does not think there is an increase in cost.** Chairman Kilmer stated there should be a letter stating that this could be an increase in the cost of the project and could be the responsibility of SID for paying for a retention basin.

10. TRUSTEE REPORT

Vice Chairman Robinson stated that he will not be attending next month's meeting. Boardmember Little announced that Dennis Kilkenny, Boardmember for the Winters Cemetery, District, and well known by our Board, has been very ill but is recovering.

11. ADJOURNMENT

The meeting adjourned at 10:12 a.m. The next meeting will be August 13, 2018 at Suisun Fairfield Cemetery.

Respectfully submitted

Mary Ellsworth
Secretary