

Solano Cemetery District
Board of Trustees Meeting
September 10, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on September 10, 2018 at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:05 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.
Excused.: Boardmember Ashley. **STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Dooley
4. **PUBLIC COMMENT** Tanya Williams attended the meeting on behalf of the Solano County Central Taxpayers Association.
5. **APPROVAL OF CONSENT CALENDAR:** Approval of August 13, 2018 meeting Minutes; Approval of August 13, 2018 Revenue and Expense Report. A motion was made by Boardmember Little, Seconded by Boardmember Engell approving the Consent Calendar as received. The motion passed unanimously, Boardmember Ashley excused. At the end of the meeting, Boardmember Little noted that she was absent from the last meeting and therefore could not approve the minutes or Revenue and Expense Report, therefore rescinding her motion. Boardmember Ellsworth motioned to accept Boardmember Little's rescinding of her motion and motioned to approve the Consent Calendar as received, seconded by Vice Chairman Robinson. The motion passed unanimously. Boardmember Ashley excused.
6. **UNFINISHED BUSINESS**
 - A. Future Projects and Development - 1) One to Five Year Strategic Planning - The items discussed at the last meeting were moved/removed as requested by the Board. 2) New Administration Building - Planning, Design - Update Vice Chairman Robinson reported that the SCD Building/Projects Committee met with Rob Henley of A2R Architects on August 27, 2018. Attending were General Manager Doris Goodrich and Trustees Wayne Engell and Jim Robinson, also Maintenance Supervisor Sean Dooley. Vice Chairman Robinson highlighted the topics discussed at the meeting. A summary of the meeting provided by Vice Chairman Robinson are attached to the minutes.

Chairman Kilmer expressed concern because of the lateness of the season and the project is behind schedule. Maintenance Supervisor Dooley replied that the bid is being revised and it was decided to delay the demolition and the bid because of the lateness of the season. The plans for the foundation will be ready the first quarter of next year. Chairman Kilmer expressed further concern because there is nothing in place at this time. We are way behind schedule. He stated that he will ask Mr. Henley to attend our October meeting to find out why we are so far behind schedule. Boardmember Engell questioned whether Mr. Henley has talked to the City of Vallejo about the water. It was noted that Tony Perfetta was going to talk to SID about the water. Maintenance Supervisor Dooley stated that Mr. Henley sent him an email stating what the District's responsibility is. We will be getting an estimate of how much the cost will increase. Boardmember Engell expressed concern about the line size for the water. It was noted that the fire hydrant belongs to SID, not the City of Vallejo. However, Vallejo needs to look at the line.
7. **NEW BUSINESS**
 - A. Review Wells Fargo Reserves and Endowment Investments and Other Investment Options -

General Manager Goodrich included in the agenda packet information on the Local Agency Investment Fund which is a voluntary program created by statute in 1977 as an investment alternative for California's local governments and special districts. The program offers local agencies the opportunity to participate in a major portfolio which invests funds using the investment expertise of the State Treasurer's Office investment staff. The Board agreed that we need to find out what other options we have and that this matter would be placed on the October agenda for further information.

B. Discuss Green Burials - Chairman Kilmer included in the agenda packet information he received on Green Burials at the Public Cemetery Alliance meeting he attended in August. He stated that this is something the Board should consider for the Train Station site. He explained how the burials are done noting that everything is natural.

C. Approve Appropriation Transfer of Fund Balance to Future Capital Improvement Reserve Account - General Manager Goodrich explained the reason for and details of the transfer, which included the purchase of a Chapel Tent in the amount of \$4,142.22 and Reserves - Future Capital Improvements in the amount of \$851,371.17. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell, approving the appropriation transfer of fund balance to future Capital Improvement Reserve Account. 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

Maintenance Supervisor Dooley reported that three trees were removed last week at Rockville Cemetery; two trees in Section A and one tree in the old section. Ninety percent of the debris (dirt and grass) at Suisun-Fairfield Cemetery has been disposed of. Maintenance Supervisor Dooley has requested removal of a dying Oak tree in the Old Section in Rockville and will be thinning out the trees in the Old Section. General Manager Goodrich reported that she is at the final step of the audit and she should have a report at the next Board meeting.

10. TRUSTEES REPORT

Boardmember Engell stated that he sent an email informing Supervisor Spering that his (Engell's) term is expiring. General Manager Goodrich stated that she heard from Supervisor Spering regarding this. Vice Chairman Robinson noted that it is important to keep the people on the Board who are working on projects. Further, he visited the Train Station and noted that they have done a lot of work in that area. We need to touch base with Dave Feinstein. General Manager Goodrich said she gets updates regularly. Chairman Kilmer encouraged Board members to attend the PCA meetings.

11. ADJOURNMENT

The meeting adjourned at 9:49 a.m. The next meeting will be held on October 15 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary

