

Solano Cemetery District
Board of Trustees Meeting
January 8, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on January 8, 2018 at the Rockville Cemetery.

1. **CALL TO ORDER** - Vice Chairman Robinson called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Board Member Ellsworth lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Vice Chairman Robinson, Boardmembers Ashley, Ellsworth, Engell, Little **TRUSTEES ABSENT:** Chairman Kilmer **STAFF PRESENT:** General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of December 11, 2017 meeting minutes; Approval of December 2017 Revenue and Expense Report. Boardmember Little motioned to approve the Consent Calendar as received. Seconded by Boardmember Ashley. The motion passed unanimously.
6. **UNFNISHED BUSINESS:**

A. Jim Parr for Five Year Extension of Lease - General Manager Goodrich reported that due to the holidays, they have not met with County Council. A meeting will be scheduled with the attorney to create a new lease.

B. Future Projects and Development - General Manager Goodrich reported that "Develop Section F" has been completed and was moved to "completed projects."

1. New Administration Building - Planning, Design - Vice Chairman Robinson reported that the SCD Building/Projects Committee met with Rob Henley of A2R Architects on December 13, 2017. Attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Board Chairman Earl Kilmer, Trustees Engell and Robinson. In response to Chairman Kilmer's concerns about the cost of interior design proposals it was agreed that Ms. Lucchio will advise only on furniture in the lobby. Requirements for the trash enclosure, including location, were discussed and Maintenance Supervisor Sean Dooley will check on the trash/green costs and convenience for pickup. The design for the kitchen was addressed and the equipment will include a microwave and convection ovens. The area will be rough plumbed for possible future needs. Other subjects addressed were water supply, septic system and fire suppression for the building. Karn Engineering will advise.

The Committee met again on December 21, 2017. Attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Trustees Engell and Robinson and Designer Donna Lucchio. The Committee addressed the trash enclosure location which will be needed in two weeks with the possibility of having it to the west of the building. Reinforced concrete in front of the 8X8 bin is required. The family gathering room will have a counter for water and a coffee maker. Options for the restrooms such as towels/auto dryers; supplies/storage; and ADA requirements were discussed. Also discussed were paint for the project, wainscoting and built-ins or buying furniture. With the initial approval of materials selected, Mr. Henley will provide an artist's rendering of the lobby as planned. Lighting for the project will involve Stewart, the electrical engineer. Specifications will be provided to the attorney for a legal examination of the bid documents.

Boardmember Engell thanked Vice Chairman Robinson for writing the letter regarding our concern about the cost and some of the items being downgraded. The Committee will meet this month.

7. NEW BUSINESS

A. Review and Adopt Policy #2009 Cell Phone Policy to Replace Policy #1060 Cell Phone Use While Driving - General Manager Goodrich reported that a comprehensive policy was needed. County Council reviewed the policy and approved it. A motion was made by Boardmember Ellsworth, seconded by Boardmember Ashley, adopting Policy #2009 Cell Phone Policy to replace Policy #1060 Cell Phone Use While Driving. The motion passed unanimously.

B. Review and Adopt Policy #2013 - Administrative Cell Phone Policy - General Manager Goodrich stated that she plans to have a staff meeting to explain the policy. This policy was suggested by legal counsel. A motion was made by Boardmember Engell, seconded by Boardmember Little adopting Policy #2013 - Administrative Cell Phone Policy. The motion passed unanimously.

C. Review and Adopt Policy #2012 - Substance Abuse Policy - General Manager Goodrich reported that Chairman Kilmer asked that a policy be put in place. She worked with legal counsel to develop the policy. A motion was made by Boardmember Ashley, seconded by Boardmember Engell adopting Policy #2012 - Substance Abuse Policy. The motion passed unanimously.

D. Review Revisions to Purchasing & Contracting Policy - General Manager Goodrich reviewed the changes to the Purchasing and Contracting Policy noting that the changes are minor. A motion was made by Boardmember Engell, seconded by Boardmember Ashley adopting the revisions to the Purchasing and Contracting Policy. The motion passed unanimously.

8. COMMITTEE REPORTS

A. **Finance Committee** - No report

B. **Building and Projects Committee** - No further report.

9. STAFF REPORTS

General Manager Goodrich reported that she will be attending the Conference in February and Boardmembers attending the conference are welcome to ride with her. She also thanked Vice Chairman Robinson for the article he wrote for CAPC.

Maintenance Supervisor Dooley reported that per the request of Chairman Kilmer, the conversations between the District and SID have been documented. SID responded and they are willing to help but they want the District to do what needs to be done on the cemetery side and they will provide the drainage pipe. Tony Perfetto looked at the site and agreed that it was not an easy fix. The questions remains, "where is the water going to go?" Maintenance Supervisor Dooley explained why the pipe was originally installed.

10. TRUSTEE REPORT

Boardmember Ashley stated that she is going to Thailand.

11. ADJOURNMENT

The meeting adjourned at 9:35 a.m. The next meeting will be February 13, 2018 at Suisun Fairfield Cemetery.

Respectfully Submitted,

Mary Ellsworth
Secretary

