

Solano Cemetery District
Board of Trustees Meeting
Jan. 10, 2022

The Board of Trustees of the Solano Cemetery District met in regular session on January 10th 2022, at the Rockville Cemetery.

1. **CALL TO ORDER** – Chairman Engell called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** – Chairman Kilmer led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Vice Chairman Jones, Boardmembers Kilmer, Robinson, and Falati
STAFF PRESENT: General Manager Love, Administrative Assistant Hernandez
PUBLIC PRESENT: Dwight Bowerman
4. **PUBLIC COMMENT** – Mr. Bowerman stated that the remote control for the HVAC system in the Stone Chapel was not functioning properly so they purchased three new remote controls.
5. **CONSENT CALENDAR** A. Approval of December 13th, 2021 Regular Meeting Minutes; B. Approval of December 2021 Revenue and Expense Report; Boardmember Engell recommended that Jim Parr’s lease be put on the agenda for the next Board Meeting so that all of the Boardmembers are aware of the lease terms. A motion was made by Boardmember Robinson, seconded by Boardmember Falati approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Approve acceptance letter to City of Fairfield for new land – Boardmember Kilmer suggested this item be tabled until we receive documentation from the City of Fairfield that requires signatures. Boardmember Kilmer stated that the acceptance letter to City of Fairfield does not need to be approved by the Board. - No action
 - B. Approve Resolution 21-0002 to transfer funds from County to Stifel – A motion was made by Boardmember Falati, seconded by Boardmember Jones. The motion passed unanimously.
 - C. Appoint Finance and Building/Projects Committee members – No Action
 - D. Create and Assign Policy Committee – Chairman Engell suggested General Manager Love bring policies to the Board for review at each Board meeting to determine if they need to be updated. - No Action
 - E. Training for Board members – No Action
7. **UNFINISHED BUSINESS**
 - A. Name the new cemetery – Boardmember Robinson stated that he is in favor of naming the new cemetery Solano Memorial Park and also mentioned that press releases and signage should have Solano Cemetery District tagged in them so that the public will know that it is part of the District. Boardmember Kilmer stated that the name of the cemetery should be named Solano Memorial Cemetery not Solano Memorial Park because using “Park” in the name sends the wrong connotation to the public. Chairman Engell agreed that the name should be Solano Memorial Cemetery not Solano Memorial Park. A motion was made by Boardmember Falati, Seconded by Boardmember Jones. Ayes – 4, Nay - 1
 - B. Future Projects and Development
 1. One to Five Year Project Plans – Boardmember Robinson suggested that item number 1 on the 1 Year Plan be changed to Master Plan for Solano Memorial Cemetery. Boardmember Kilmer added that item number 1 should be moved to the 2 year plan. Chairman Engell stated that the addition to the SFC Berm area will

be moved from the 2 Year Plan to the 1 Year Plan. - No Action

8. COMMITTEE REPORTS

A. Finance Committee – Boardmember Kilmer suggested he be removed from the Finance Committee to allow another Boardmember to be put on the committee. Chairman Engell appointed Boardmember Falati to be on the Finance Committee.

B. Building and Projects Committee – None

9. STAFF REPORTS – General Manager Love reported that Keller Engineering is going to seal the parking lot as soon as weather permits. General Manager Love also reported that Keller Engineering will be giving the District a quote for tree removal and road work at Suisun Fairfield Cemetery. General Manager Love stated that the last day for cancellations to the C.A.P.C. Conference is February 18, 2022.

10. TRUSTEE REPORT – Boardmember Falati asked if there were any funds budgeted for signage for the New Administration Building at the Rockville Cemetery. General Manager Love responded that there were funds budgeted and she is looking at different designs for signage. Boardmember Falati also asked the Board if there was any interest in having the Beautification Committee for Suisun Valley plant palm trees as they did in other areas of Suisun Valley. Boardmember Falati provided everyone with a copy of a quick reference guide for the Brown Act. Boardmember Jones asked about the status of the buzzer to enter the building. General Manager Love stated that the buzzer was not in the contract for the building but she is looking into getting one installed. Boardmember Kilmer stated that we need a lock on the barn door behind the reception desk.

11. ADJOURNMENT -

The meeting adjourned at 9:53 a.m. The next meeting will be February 14, 2022 at 9 a.m.

Respectfully submitted

James Robinson, Secretary
By Dolores Hernandez