

Suisun Fairfield Rockville Cemetery District
Board of Trustees Meeting
January 11, 2016

The Board of Trustees of the Suisun Fairfield Rockville Cemetery District met in regular session on January 11, 2016 at the Suisun Fairfield Cemetery.

Chairman Kilmer called the meeting to order at 9:00 a.m. with Board Member Bertani leading the Flag Salute.

TRUSTEES PRESENT: Chairman Kilmer, Vice Chairman Robinson, Board Member Ellsworth, Board Member Engell, Board Member Little, Board Member Bertani

ABSENT: Board Member Ruthie Ashley-excused absence.

STAFF PRESENT: Operations Manager Ron Pienovi, General Manager Doris Goodrich, Donnaleigh Hanson

OTHERS PRESENT: None

ELECTION OF OFFICERS: Chairman Kilmer opened the nominations for Board Officers. Board Member Bertani motioned to re-elect Chairman Kilmer for the Chair position. Seconded by Board Member Ellsworth. The motion passed with (6) Ayes (1) Absent. Board Member Little motioned to re-elect Board Member Robinson for the position of Vice Chairman. Seconded by Board Member Ellsworth. The motion passed with (6) Ayes (1) Absent. Board Member Bertani motioned to re-elect Board Member Ellsworth as Secretary and Board Member Little as Treasurer. Seconded by Board Member Engell. The motion passed with (6) Ayes (1) Absent.

COMMENTS FROM THE FLOOR: None

CONSENT CALENDAR: Board Member Ellsworth motioned to approve the Consent Calendar as presented. Board Member Engell seconded the motion. The motion passed with (6) Ayes, (1) Absent

UNFINISHED BUSINESS –

Future Projects and Development – Chairman Kilmer stated he would like feedback from the Board Members on item #1 of the 1 year plan (Changing the name of the District). The Board Members discussed various name changes for the District. Chairman Kilmer suggested that the Board Members think about the name change and the District's current situation and the future of the Suisun Fairfield Cemetery District. The Board Members will bring this item back to a future Board Meeting. The Board Members moved the Memorial in the Court of Memories at the Suisun Fairfield Cemetery from the 1 year plan to the 5 year plan.

NEW BUSINESS-

Discuss Noncompliance of the Certificate of Interment Rights Rules and Regulations- The Board Members, General Manager Goodrich, Operation Manager Pienovi and Office Assistant Donnaleigh Hanson walked out to the Lawn J & Lawn K Sections in the Suisun Fairfield Cemetery. General Manager Goodrich showed the Board Members the issues with excessive decorations, food and alcohol on the graves and markers in the Lawn J & Lawn K Sections. Chairman Kilmer stated the Rules and Regulations need to be specific. Chairman Kilmer suggested adding measurements to the Rules and Regulations for the flowers that are placed in the vase. The Board Members reviewed the Rules and Regulations and suggested changes. General Manager Goodrich will make the Changes to the language of the Rules and Regulations. . General Manager Goodrich will bring the final changes of the Rules and Regulations back to the February 8, 2016 Board Meeting.

General Manager Goodrich will meet with an officer from the Fairfield Police Department to get some direction with the problems at Suisun Fairfield Cemetery

Discuss Baby Section-Correspondence from the Padilla-Bedoy Family- The Board Members received a handout of a picture of a niche wall with a post placed next to it with flower vases. The post with the vases could be used for the Baby Niche at Suisun Fairfield Cemetery. Chairman Kilmer stated he would like the Baby Niche area to look more hospitable

to the families and kids. Board Member Engell suggested making the area around the Baby Niche to look more like a small playground with benches and statuary. Board Member Little would like that area to be more baby friendly. The Building and Projects Committee will meet and bring some ideas back to the next Board Meeting. General Manager Goodrich will write a letter and Chairman Kilmer will sign it to contact the Padilla-Bedoy family to inform them that the Board Members will be making changes to the Baby Niche area and make it more baby friendly.

Discuss Hiring a Full Time Cemetery Worker for the Rockville Cemetery- General Manager Goodrich stated that Rockville Cemetery could use a full time outside worker. Chairman Kilmer stated he would like to wait until the Maintenance Supervisor is hired before hiring a full time outside worker. Chairman Kilmer stated he is ok with hiring a part time outside worker. Board Member Kilmer stated hiring a part time outside worker to help with mowing the lawns would be good. Operations Manager Pienovi stated there is a need for another outside worker at Rockville Cemetery. Chairman Kilmer suggested another alternative would be to hire an outside company to do the mowing.

Approval of COLA Increase- Board Member Bertani motioned to approve the COLA increase of 3%. Seconded by Board Member Little. The motion was amended to approve the COLA increase of 3% retroactive from July 1, 2015. The amended motion passed with (5) Ayes (1) Absent (1) No. – Board Member Kilmer.

Approval to Purchase a Utility Truck-Board Member Engell motioned to purchase the Jacobsen Truckster XD for Rockville Cemetery not to exceed \$25,000. Seconded by Board Member Ellsworth. The motion passed with (6) Ayes (1) Absent

Discuss Participation with the CSDA Solano County Chapter and LAFCO Representative- General Manager Goodrich stated that she was recommended by LAFCO to participate in the Solano County Chapter of CSDA. It was the consensus of the Board for General Manager Goodrich to move forward with her participation with the CSDA.

COMMITTEE REPORTS:

Finance Committee – No Report.

Building and Projects Committee – Vice Chairman Robinson reported that the Building and Projects Committee met. Board Member Engell came up with a proposal for a floor plan for the remodel of the Rockville Cemetery Office. The floor plan increases the building size by half as much. Vice Chairman Robinson and Board Member Engell took the floor plan to PDF Design and they put together a new drawing which includes the furnishings. The Building and Projects Committee will meet again and bring back a report to the Board.

Personnel Committee – No Report

STAFF REPORTS – General Manager Goodrich reported that with the restructure of the District, both Cemeteries have office hours from 8:00 a.m. to 4:30 p.m. Both Cemeteries have staggered lunches so the offices are not closed during the day. General Manager Goodrich reported that they opened Section E at Rockville Cemetery and have sold 7 plots at \$1,600 a piece.

TRUSTEE REPORT-Board Member Bertani reported that he is sorry for missing the last few meetings. Board Member Bertani stated that he has a new email address. The new email address will be added to the directory of Board Members. Board Member Little stated it would be nice to put together a basket for the raffle at the CAPC Annual Conference in Monterey March 17-19, 2016. Chairman Engell stated the Recognition lunch will be on January 22, 2016 at the Hilton in Fairfield.

The next regular Board Meeting is scheduled at 9:00 a.m. on February 8, 2016 at the Rockville Cemetery.

With no further action Chairman Kilmer adjourned the meeting at 10:57 a.m.

Respectfully Submitted,

Mary Ellsworth, Secretary
By Donnaleigh Hanson