

Solano Cemetery District  
Board of Trustees Meeting  
January 11, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on January 11, 2021, at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
2. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Boardmembers Ellsworth, Engell, Robinson Absent: Little  
  
**STAFF PRESENT:** Administrative Assistant Hernandez
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of December 14, 2020 Meeting Minutes; B. Approval of December 2020 Revenue and Expense Report; A motion was made by Boardmember Ellsworth seconded by Boardmember Engell approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
  - A. Approve New Board Member Checklist – Chairman Kilmer read through the New Boardmember Checklist. Chairman Kilmer stated that the purpose of the checklist is to provide new Boardmembers with information and guidance prior to participating in their first Board Meeting. The New Boardmember Checklist requires the new Boardmember to meet with the General Manager and the Board Chairman prior to their first Board Meeting. A motion was made by Boardmember Ellsworth seconded by Boardmember Engell approving the New Boardmember Checklist. The motion passed unanimously.
  - B. Approve Amended 2020-2021 Budget and Appropriation Transfer - Chairman Kilmer explained that the District received additional funds due to the recalculation of residual taxes. An Appropriation Transfer is being made for the final payments for the New Administration Building. A motion was made by Boardmember Ellsworth seconded by Boardmember Robinson approving the Amended 2020-2021 Budget and Appropriation Transfer. The motion passed unanimously.
  - C. Approval to install Permanent Electrical Power to the Automatic Gate at the Suisun-Fairfield Cemetery up to \$15,000. Chairman Kilmer explained the need for permanent power to be installed for the automatic gate. It is more cost effective to run the electrical rather than pay for repairs to the solar and replacement of batteries. AAMP Electric will be doing the work on a time and material basis. A motion was made by Boardmember Ellsworth seconded by Boardmember Robinson to install Permanent Electrical Power to the Automatic Gate at the Suisun-Fairfield Cemetery up to \$15,000. The motion passed unanimously.
  - D. Discuss Special Board Meeting for Final Inspection of the New Building - Chairman Kilmer requested that Boardmembers participate in the final walkthrough of the New Administration Building. Special Board Meeting for Final Inspection of the New Building will take place on Friday January 15<sup>th</sup> 2021 at 9 a.m.
  - E. Approve Revision to Personnel and Salary Resolution, Division III Employee Benefits, Sect. 1.H (2) Fixed Holidays - The revision changed Lincoln's Birthday from the second Monday in February to February 12<sup>th</sup>-Lincoln's Birthday. A motion was made by Boardmember Robinson seconded by Boardmember Ellsworth to revise the Personnel and Salary Resolution, Division III Employee Benefits, Sect. 1.H (2) Fixed Holidays. The motion passed unanimously.
7. **UNFINISHED BUSINESS**
  - A. Future Projects and Development
    1. One to Five Year Project Plans – Boardmember Engell stated that the “wrought iron” fencing

needed at the Rockville Cemetery is actually “wrought steel” and is less expensive because it can be pre-fabricated. Chairman Robinson reached out to Lees & Associates Cemetery Planners to contact General Manager Goodrich for future cemetery planning.

2. New Office Building - There will be a special Board Meeting on Friday January 15<sup>th</sup> 2021 at 9 a.m. to do a final inspection of the new building.

**8. COMMITTEE REPORTS**

A. Finance Committee – Chairman Kilmer stated that in February they will need to start working on the 2021-2022 budget.

B. Building and Projects Committee – Boardmember Robinson reported that the Building and Projects Committee had met and discussed the progress on the New Administration Building and the walk through on January 15<sup>th</sup>.

**9. STAFF REPORTS**

No report

**10. TRUSTEE REPORT**

No report

**11. ADJOURNMENT**

The meeting adjourned at 9:33 a.m. The next meeting will be February 8, 2021.

Respectfully submitted

James Robinson, Secretary  
By Dolores Hernandez