

Solano Cemetery District  
Board of Trustees Meeting  
January 13, 2020

The Board of Trustees of the Solana Cemetery District met in regular session on January 13, 2020, at the Suisun Fairfield 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, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little.  
  
**STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Sean Dooley
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of December 9, 2019 Meeting Minutes -B. Approval of December 2019 Revenue and Expense Report- A motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
  - A. Approval of Plot Price for Lawn Section F - General Manager Goodrich reported that Lawn Section F in Rockville Cemetery was opened on January 3 to offer two rows of full burial plots to the public. Section E full burial sites will not be available until the runoff water has subsided, which should be sometime in the late spring or early summer. Management is recommending a price of \$1,800.00 per plot in Section F, which is a \$200.00 increase over the current price of a full size grave. The increase will cover the \$26,000 cost of the Phase I development of 300 graves and sidewalks in Section F. In early spring staff will check Section E to determine what the water level is. Maintenance Supervisor Dooley responded to a question of Boardmember Engell regarding the size of the graves. A motion was made by Boardmember Ellsworth, seconded by Vice Chairman Robinson approving the Plot Price for Lawn Section F. The motion passed unanimously.
  - B. Approval to include Rockville Cemetery Lawn Section F in Marker Policies No. 6000, 6000.a, 6000.B - General Manager Goodrich explained the Policies as follows: To adopt Policy No. 6000 for marker requirements to Section F burial sites in the Rockville Cemetery; Policy No. 6000.A for pillow style, slant and upright marker requirements in Section F; Policy No. 6000.B for Flat Marker Requirements in Section F Burial sites. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approval to include Rockville Cemetery - Lawn Section F in marker policies No. 6000, No. 6000.A, and No. 6000.B. The motion passed unanimously.
  - C. Approval to include Suisun Fairfield Cemetery - Lawn Section M in Marker Policies No. 6000.6, No. 6000.6A, No. 6000.3A - Policy 6000.6 to apply Marker Requirement Policy No. 6000.6 to Section M burial sites in the Suisun Fairfield Cemetery; Policy No. 6000.6A to apply Marker Setting Requirements for Pillow Style, Slant and Upright Markers in Section M; Policy No. 6000.3A to apply Flat Marker Setting Requirements to Section M burial sites. A motion was made by Boardmember Ellsworth, seconded by Vice Chairman Robinson approval to include Suisun Fairfield Cemetery - Law Section M in Marker Policies \$6000.6, No. 6000.6A, No. 6000.3A. The motion passed unanimously.
7. **UNFINISHED BUSINESS**
  - A. Future Projects and Development - 1. One to Five Year Project Plans - General Manager

Goodrich reported that the two-year plan was updated to add the security and enforcement of the cemetery hours at the Rockville Cemetery. Under the One-year Plan, the Architect is meeting with the Engineer to discuss the topography and feasibility study of the property for the future cemetery. Vice Chairman Robinson stated that under the one-year plan, "Construction of District Administration Building," the word Administration should be changed of "office". Chairman Kilmer referred to the security of the property and the wrought iron fence under the two-year plan. General Manager Goodrich noted in regards to the gate that it was pried open by individuals trying to get out of the cemetery, which cost \$2,500 to repair; the solar was not the problem. Staff will obtain estimates and research ideas for the gate.

Chairman Kilmer and Maintenance Supervisor Dooley discussed the electrical and getting a pole for the gate. Maintenance Supervisor Dooley will look into this. Chairman Kilmer stated that we need to look at the cost of this for next year's budget. General Manager Goodrich stated that she talked to Rob Henley and he is in contact with the Engineer.. She would like to use the same type fence.

Boardmember Engell addressed the water system in front of the church and the possible use of artificial turf in the area. Several suggestions were discussed concerning the use of artificial turf. Chairman Kilmer asked staff to ask the engineer about an aerating system for the retention basin. Boardmember Little stated that she has concerns about using artificial turf at Rockville. It would need to look natural.

2. New Administration Building - General Manager Goodrich reported that she and Maintenance Supervisor met with Swank Construction and Rob Henley to establish a schedule to meet every Tuesday morning until the project is completed. Swank Construction will schedule a compaction test with the Engineer. After the pad is established, the storm drain, water and all underground utilities can be installed. Swank Construction is setting up a meeting with the septic installer and engineer to discuss the location of the tank. Swank Construction will present an updated schedule for the meeting this Tuesday.

## **8. COMMITTEE REPORTS**

- A. Finance Committee - No report
- B. Building and Projects Committee - No report.

**9. STAFF REPORTS** - General Manager Goodrich distributed a flier from PCA (Public Cemetery Alliance) regarding membership and upcoming events. Maintenance Supervisor Dooley reported that in the month of December there were 11 services and 6 burials at Rockville Cemetery.

**10. TRUSTEE REPORT** - Chairman Kilmer reported on several issues that were addressed at the conference he recently attended. He asked if the District had a Catastrophic Leave Policy. General Manager Goodrich replied yes. She will include this on the agenda for review by the Board at the next meeting. He then addressed AB-5 regarding independent contractors and General Manager Goodrich replied that this does not apply to the District. He addressed email policy; General Manager Goodrich replied that she will review this to see if anything needs to be brought before the Board. Employee Overtime becoming a benefit - General Manager Goodrich and Maintenance Supervisor Dooley are not exempt employees and are not exempt from overtime. Does the General Manager have the authority to respond to CAPC requests for new laws. Chairman Kilmer stated that the Board needs to give the General Manager the authority. We need a policy for this.

## **11. ADJOURNMENT**

The meeting adjourned at 9:46 a.m. The next meeting will be on February 11, 2020, 9 a.m. at the Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary