

Solano Cemetery District
Board of Trustees Meeting
January 14, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on January 14, 2019 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, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little.
STAFF PRESENT: General Manager Goodrich, Maintenance Supervisor Sean Dooley
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Engell led the flag salute.
4. **NOMINATION AND ELECTION OF OFFICERS** - A motion was made by Boardmember Little, seconded by Boardmember Engell nominating Earl Kilmer for Chairman of the Board. Hearing no further nominations, a motion was made by Boardmember Ellsworth, seconded by Vice Chairman Robinson, electing Earl Kilmer Chairman of the Board. Chairman Kilmer nominated Wayne Engell for Vice Chairman of the Board. The motion failed for lack of a second. Boardmember Little nominated Jim Robinson for Vice Chairman. Boardmember Engell seconded the motion. Hearing no further nominations, a motion was made by Boardmember Ellsworth, seconded by Boardmember Little electing Jim Robinson Vice Chairman of the Board. A motion was made by Boardmember Little, seconded by Boardmember Engell nominating Mary Ellsworth as Secretary to the Board. Hearing no further nominations, a motion was made by Boardmember Little, seconded by Boardmember Engell electing Mary Ellsworth as secretary to the Board. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell nominating Dot Little as Treasurer to the Board. Hearing no further nominations, a motion was made by Boardmember Engell, seconded by Vice Chairman Robinson electing Dot Little as Treasurer to the Board.

Chairman Kilmer appointed Boardmember Little and Chairman Kilmer to the Finance Committee. He appointed Vice Chairman Robinson and Boardmember Engell to the Building and Projects Committee.

4. **PUBLIC COMMENT** - Public in attendance were two members of the Solano County Tax Payers Association. They had no comment.
5. **APPROVAL OF CONSENT CALENDAR:** Approval of December 10, 2018 meeting Minutes; Approval of December 2018 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. **UNFINISHED BUSINESS**
 - A. Future Projects and Development - 1. New Administration Building - Rob Henley, Architect/Building and Projects Committee - Preview of the Rendering of the Building. Overall Floor Plan and Interior Design Palette - Rob Henley stated that the removal of the **concrete pad /demolition** work was contracted to Vaca Valley Excavation. That project is being postponed because of the possible mud problem. They will start this when the weather is more stable. He further stated that plans were submitted to the Health Department and to the County Building Department. He is still working on this process. Mr. Henley explained how the procedure worked in regard to the comments from the County. There were no major issues. They are moving forward with the process.

Mr. Henley reviewed the exterior of the building, the floor plan and the interior design palette for the new building. Chairman Kilmer asked that different flooring be considered for the reception hall. Chairman Kilmer responded to questions from the public attending the meeting regarding whether or not there would be a new building at Suisun Fairfield Cemetery or at the new cemetery at the Train Station, stating that there were no new buildings planned for these cemeteries.

8. NEW BUSINESS

A. None

9. COMMITTEE REPORTS

A. Finance Committee - Chairman Kilmer questioned when the Committee would meet regarding the budget; General Manager Goodrich replied in April.

B. Building and Projects Committee - Vice Chairman Robinson stated that he will follow up on the flooring issue for the new building.

10. STAFF REPORTS

General Manager Goodrich reported that new carpet has been installed in the entry way and on the alter at the Rockville Church. She further reported that she received the grant deed on the cemeteries, noting that they are all on one deed under the name of Solano Cemetery District.

Chairman Kilmer asked about the garbage cans at Suisun Fairfield Cemetery; Maintenance Supervisor Dooley explained that the cans were not installed on cement but there have been no problems. He went on to report that there was **no** vandalism on the gate at Suisun Fairfield Cemetery but the welding repairs that were previously made did not hold and on December 6; however, the gate has been working fine. Chairman Kilmer suggested installing a berm and possibly using rock where people are driving through at Rockville Cemetery. Maintenance Supervisor Dooley is working on this.

11. TRUSTEE REPORT

Chairman Kilmer stated that he will not be attending the March conference. He explained what is happening at the train station site and noted that we need to find out what they are doing, and connect with them when they put in the utilities. There was some discussion about the agreement; this matter will be on the next agenda.

12. ADJOURNMENT

The meeting adjourned at 9:43 a.m. Due to the holidays in February, the next meeting will be held on Wednesday, February 13, 2019, 9a.m. at Suisun Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary