

Solano Cemetery District
Board of Trustees Meeting
October 13, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on October 13, 2020, at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:06 a.m.
2. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little
STAFF PRESENT: General Manager Goodrich
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of September 14, 2020 Meeting Minutes;
B. Approval of September 2020 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. Adopt Resolution #20-0001 - Restrict the Number of Burial Plots which may be Purchased - General Manager Goodrich explained the resolution and the need for the reduction in the sale of plots for the future. Chairman Kilmer recommended that the number of plots be lowered to four plots and explained the monetary effect on the district when people move and no longer pay taxes in the district. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell adopting Resolution #20-0001 Restricting the number of Burial Plots which may be purchased to Four. The motion passed unanimously.

7. **UNFINISHED BUSINESS**

A. Future Projects and Development

1. One to Five Year Project Plans -

2. a. New Office Building Project Delay - Rob Henley, A2R Architects, and Jack Swank, Swank Construction - Rob Henley, A2R Architects, addressed the completion date for the project and the reason for delay. He reported that PG&E's design has been received; reports and videos were submitted for boring and received the approval for boring. Once that is complete, PG&E will inspect the improvements. However, they do not have a date for this work. Once the infrastructure is in, PG&E will inspect and sign off and we can move forward. At that time we will get a time schedule which should happen within three weeks; after we have service to the building it will take approximately three weeks. We should be able to move in by the first of the year. Chairman Kilmer stated that once this is done he would like a commitment on when the project will be completed and hopes this will be by the end of October. Jack Swank, Swank Construction, stated that the parking lot needs to be addressed and explained what things need to be done for the parking lot. Hopefully they will have a schedule for this by the end of the month. They can pave after the infrastructure is in. Chairman Kilmer addressed the walkway from the building to the cemetery; there was further discussion about the sidewalk from the new building into the cemetery.

In response to a question of Boardmember Little concerning the furniture for the office, General Manager Goodrich reported that she went to Sacramento recently to look at furniture and also met with the Designer. She should receive a quote for the furniture this week. She found a "Tree of Life" bronze she is considering for the lobby; and she is looking at window coverings.

8. COMMITTEE REPORTS

A. Finance Committee - No report.

B. Building and Projects Committee - Vice Chairman Robinson stated that they are continuing to meet, things are going well and will continue through the course of the project.

9. STAFF REPORT

General Manager Goodrich reported that she received complaints from the public about the homeless encampments at Suisun-Fairfield Cemetery. They felt it makes it unsafe to visit the Cemetery. She notified the Police about the situation and they have a special task force that will respond immediately. She advised the citizens of this and they seemed satisfied. Chairman Kilmer suggested securing the St. Alphonsus Catholic Cemetery and Bryan Braker sections of the cemetery and felt that they should be contacted about this. He further addressed the grounds maintenance at the Suisun/Fairfield Cemetery and the fact that it has not been mowed for a while. General Manager Goodrich explained the condition of the grass; she talked to the workers about this and it is being looked at and will be taken care of.

10. TRUSTEE REPORT

Chairman Kilmer asked the Boardmembers to think about new board members over the next couple of months.

11. ADJOURNMENT

The meeting adjourned at 10:08 a.m. The next meeting will be November 9, 2020.

Respectfully submitted,

Mary Ellsworth
Secretary