

Solano Cemetery District  
Board of Trustees Meeting  
October 15, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on October 15, 2018 at the Suisun Fairfield Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Ellsworth led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little.  
Excused.: Boardmember Ashley. **STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Dooley
4. **PUBLIC COMMENT** Tanya Williams attended the meeting on behalf of the Solano County Central Taxpayers Association. She asked for information on the following matters: When is the budget developed, when is it approved; when does the District get the SB1 Taxes. She stated that the Association is trying to figure out what tax base the District has because we are doing so well. Chairman Kilmer referred Ms. Williams to contact Doris Goodrich, Solano Cemetery General Manager.
5. **APPROVAL OF CONSENT CALENDAR:** Approval of September 10, 2018 meeting Minutes; Approval of September 2018 Revenue and Expense Report; Review Budget Status and Trial Balance Reports . A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the Consent Calendar as received. The motion passed unanimously, Boardmember Ashley excused.
6. **UNFINISHED BUSINESS**
  - A. Future Projects and Development - 1. New Administration Building - Planning, Design - Maintenance Supervisor Dooley reported that he and General Manager Goodrich met with Rob Henley and Tony Perfetto. They received drawings from the City of Vallejo. The cost for connecting to the City is \$8,500. They are working on getting the approval for the fire hydrant. The final answer from Solano Irrigation District (SID) is they are not willing to help the Cemetery District stating that the problem is ours. Mr. Perfetto will continue to work on this. SID is willing to cap the pipes and redirect the water on their end.
7. **NEW BUSINESS**
  - A. President's Special Acknowledgment Award to Recognize the Solano Cemetery District - The District is being recognized for having no "paid" claims during the prior five consecutive program years in the Property/Liability Program. General Manager Goodrich stated that she posted this on Facebook and will give a copy of the press release to Chairman Kilmer for the newspaper.
  - B. Review and Amend Conflict of Interest Code - General Manager Goodrich reported that the Political Reform Act requires local government agencies to review its conflict of interest code biennially. She noted that the only amendment is to remove "Operations Manager". A motion was made by Boardmember Ellsworth, Seconded by Boardmember Little approving the amendment to the Conflict of Interest Code. The motion passed unanimously, Boardmember Ashley excused.
  - C. Approve Live Oak Landscape Construction Proposal for Phase 3 of the Beautification Project at the Suisun Fairfield Cemetery - General Manager Goodrich described the beautification project scheduled for the south/west end of the cemetery. She noted that when the project is finished it will look like a meadow. The irrigation will have a two inch line top and bottom. The center will be a drip system. This will be developed as a grave site in approximately ten years. The cost of the project is \$126,800. A motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the Live Oak Landscape Construction

Proposal for Phase 3 of the Beautification Project at the Suisun Fairfield Cemetery. The motion passed unanimously, Boardmember Ashley excused.

D. Approve Appropriation Transfer from Capital Improvements Reserve Account for Phase (3) of the Beautification Project at the Suisun Fairfield Cemetery - A motion was made by Boardmember Ellsworth, seconded by Boardmember Robinson approving the appropriation Transfer from Capital Improvements Reserve Account for Phase (3) of the Beautification Project at the Suisun Fairfield Cemetery The motion passed unanimously, Boardmember Ashley excused.

E. Review Investment Policy - Boardmembers reviewed the policy. No action taken.

## **8, COMMITTEE REPORTS**

A. Finance Committee - No report.

B. Building and Projects Committee - No report

## **9, STAFF REPORTS**

Maintenance Supervisor Dooley reported that the final inspection for Jim Parr's barn was completed. He will be moving in this weekend. The temporary pad will be removed soon. Once the sky lights are put in we will be providing the final payment.

General Manager Goodrich reported that she will be attending the meeting of the Solano Chapter of the California Cemetery District and will also be attending the LAFCO meeting.

## **10. TRUSTEES REPORT**

Boardmember Engell reported that his schedule is getting cleared up and he will be able to attend future conferences. Chairman Kilmer asked if we had heard anything from the Board of Supervisors concerning the Boardmember appointments. General Manager Goodrich replied no. He also reported that three Boardmembers completed the Leadership Academy. He is happy we are getting the dumpster and to hear about the beautification project. He enjoyed the Conference in Lake Tahoe. He responded to Tanya Williams comments at the beginning of the meeting concerning the budget and finances and why we are doing so well, stating that it is due to our investments and forward thinking of the Board.

## **11. ADJOURNMENT**

The meeting adjourned at 9:32 a.m. Because the next regular meeting scheduled on November 12, 2018 is Veteran's Day holiday, the November meeting was changed to November 19, 2018 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary