

Solano Cemetery District
Board of Trustees Meeting
October 15, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on October 15, 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** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of August 12, 2019 Meeting Minutes; B. Approval of August and September 2019 Revenue and Expense Report. A motion was made by Boardmember Engell, 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 - General Manager Goodrich reported that the water needs to be connected. She received the Contractor's Application and Certificate for Payment for the New Administration Building Project, which she will be sending out for payment today. General Manager Goodrich reported that the cyclone fence was knocked down by a motorist. After some discussion it was agreed that General Manager Goodrich would contact Jim Parr to see if he thinks the fence should be replaced.
7. **NEW BUSINESS** A. Special District's Risk Management Authority President's Special Acknowledgment Award - The Board commended the staff for this accomplishment.
B. Discuss Vision and Mission Statements - Chairman Kilmer recommended removing "Suisun Fairfield Cemetery and Rockville Cemetery" from both the Vision and Mission Statements and replacing it with Solano Cemetery District. The Vision Statement will read "To preserve the beauty, tranquility and historical heritage of the Solano Cemetery while growing with the community." The Mission Statement will read "To manage and maintain Solano Cemetery in a manner that preserves its beauty and dignity and offers professional interment services for our Community." A motion was made by Boardmember Little, seconded by Boardmember Engell approving the change to the Vision and Mission Statement. The motion passed unanimously.
C. Personnel and Salary Resolution Revision - Section 10 (A) & (B) Retirement Compensation Benefits - General Manager Goodrich reported that she consulted with County Counsel about this and the conclusion was to change the Retirement Compensation Benefits as follows: All regular full time employees hired prior to October 15, 2019 and retirees who are currently eligible shall be entitled to retirement benefits. Employees who retire at the age of 62 and have completed ten (10) years of service shall be entitled to full medical/dental/vision benefits, to be paid by the District up to the age of 65... ; Section 10.B was removed. A motion was made by Boardmember Ellsworth, seconded by Vice Chairman Robinson approving the Personnel and Salary Resolution, Section 10-A, as revised and removing Section 10-B. The motion passed unanimously.
D. Discuss Wells Fargo Investments and Consider Moving Investments to Stifel Financial Corporation - General Manager Goodrich referred to a letter received from Lyle Meek, First Vice President, Wells Fargo Bank, informing the District that Wells Fargo Advisors Financial Advisor, Sandra Wheeler, is no longer with the firm. Chairman Kilmer stated that Ms. Wheeler has gone to work for Stifel Financial Corporation. He distributed information about Stifel. He read a letter from Ms. Wheeler thanking the District for their support. He has scheduled Ms. Wheeler to attend the November meeting to discuss her new position

and inform us about the benefits of investing with Stifel. Chairman Kilmer asked that this matter be tabled until the November meeting.

8. COMMITTEE REPORTS

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

9. STAFF REPORT

Maintenance Supervisor Dooley reported that they are waiting for the City of Vallejo to give permission on the water line. He said he will try to find someone to remove the fence that was damaged. He will also check with the Highway Patrol to see if there is a report on the accident.

General Manager Goodrich reported that because of the recent power outage, staff at Rockville Cemetery had to work at the Suisun Fairfield Cemetery. They are now back at Rockville. She also stated that the Trustees who signed up to go to the recent conference and could not attend will be receiving an invoice for the airfare and registration fee for the conference. Chairman Kilmer asked Maintenance Supervisor Dooley to check to see how much a propane generator would cost for the new building since we can expect more power outages in the future. He further reported that the CAPC Annual Conference will be held in Oxnard, CA on February 20-22, 2020.

10. TRUSTEE REPORTS

Chairman Kilmer distributed a packet of information from the conference he attended in Ventura. He asked General Manager Goodrich to send a press release to CAPC regarding our new building. He further addressed the following items that were brought up at the Conference: Catastrophic Leave - look at our policy and look at the new law proposed by the State. AB 5 Independent Contractor rule--this says we do not have independent contractors--they have to be employees. Certain laws do not apply to Special District and Charter Cities. Check the abusive use of leave policy. (General Manager Goodrich stated that this is covered in our policy). Email and electronic policy for employees: If their own phone is used they will have to sign a release. General Manager Goodrich stated that she will check on this. How do we track employees' hours? General Manager Goodrich replied that the District has a time clock. Vacation or leave is counted as regular work hours. She will check on the matter of whether District's employees are exempt and nonexempt. Does the General Manager have authority to get input on new laws? This should be part of the Board policy. General Manager Goodrich will look at this also.

10. ADJOURNMENT

The meeting adjourned at 9:57 a.m. The next meeting will be Tuesday, November 12, 2019 at Suisun Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary