

Solano Cemetery District
Board of Trustees Meeting
Oct. 18, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on October 18, 2021, at the Rockville Cemetery.

1. **CALL TO ORDER** – Chairman Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** – Boardmember Falati led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Engell, Boardmembers Robinson, Jones, Falati
STAFF PRESENT: General Manager Love, Assistant Manager, Goodrich, Administrative Assistant Hernandez
4. **PUBLIC COMMENT** – Dwight Bowerman commented that there was a large gathering at the Rockville Cemetery on the evening of Friday October 15th involving several people, alcohol and amplified music. Mr. Bowerman called the Solano County Sheriff and reported it. When the Sheriff's Deputy arrived at the cemetery the individuals that were responsible for the gathering told the Sheriff's deputy that they had rented the cemetery for the one year anniversary of the death of their loved one. The Sheriff said that they cannot do anything unless the person responsible for the cemetery requested that they intervene.
5. **CONSENT CALENDAR** A. Approval of September 13th, 2021 Regular Meeting Minutes; B. Approval of September 2021 Revenue and Expense Report; A motion was made by Vice Chairman Engell, seconded by Boardmember Jones approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Approve gutters for Stone Chapel – Dwight Bowerman of Church of Christ presented pictures and color samples of the proposed gutters, downspouts and architectural leader heads. Mr. Bowerman stated Church of Christ would buy the architectural leader heads ahead of time and the contractor will paint them to match the gutters and downspouts. General Manager Love confirmed that the gutters for the Stone Chapel are budgeted. A motion was made by Boardmember Falati, seconded by Boardmember Robinson. The motion passed unanimously.
 - B. Approve new fee schedule for cemetery services – General Manager Love explained the new pricing structure and the research that went into the proposed increases. Chairman Engell stated that the Finance Committee discussed the need for the price increases to ensure that sustainability of the District and the purchase and perpetual care of District properties. A motion was made by Boardmember Falati, seconded by Boardmember Jones. The motion passed unanimously.
 - C. Approve fixed assets – General Manager Love explained changes to fixed assets. A motion was made by Vice Chairman Engell, seconded by Boardmember Jones. The motion passed unanimously.
 - D. Review and discuss complete Hall packet – General Manager Love reviewed the revised Hall Rental packet. A motion was made by Boardmember Falati, Seconded by Vice Chairman Engell. The motion passed unanimously.
 - E. Board Assignments – Chairman Kilmer stated that his last official day on the Board will be December 31, 2021. Vice Chairman Engell accepted the position of Chairman. A motion was made by Vice Chairman Engell, Seconded by Boardmember Falati. The motion passed unanimously. Vice Chairman Engell nominated Boardmember Jones for Vice Chairman. A motion was made by Boardmember Falati, Seconded by Vice Chairman Engell. The motion passed unanimously. Boardmember Jones nominated Boardmember Falati for

Treasurer. A motion was made by Boardmember Jones, seconded by Vice Chairman Engell. The motion passed unanimously.

F. Sign for Maine Prairie Land – Vice Chairman Engell explained that the District does not own the Maine Prairie Land until it signs for it and takes ownership. This will prompt the City of Fairfield to record the transfer of ownership. General Manager Love stated that Lees and Associates reported that based on the general location given by the City of Fairfield, of the 35 acres there would be approximately 20 acres available for plots considering setbacks and roads. General Manager Love stated that Lees and Associates will also need soil samples which would be an additional cost. General Manager Love stated that Carolyn Vetter said that once the District signs for the land, the City of Fairfield will work with the District on the configuration of land.-No Action

7. UNFINISHED BUSINESS

A. Future Projects and Development

1. One to Five Year Project Plans – Chairman Kilmer suggested that the Columbarium Project be moved up to the one year plan. General Manager Love reported that the Columbarium project is not in the 2021-2022 Budget.-No action

2. Erik Lees & Associates – Boardmember Robinson reported that Lees & Associates requested geotechnical reports to complete that phase of their work. Boardmember Robinson also reported that the Building and Projects Committee is having a Zoom meeting with Erik Lees on October 27th.

3. Chairman Kilmer proposed a motion not on the agenda to lower the General Manager's spending limit from \$25,000.00 to \$5,000.00 for a one year period. - A motion was made by Vice Chairman Engell. The motion did not pass due to lack of second motion.

8. COMMITTEE REPORTS

A. Finance Committee – None

B. Building and Projects Committee – Boardmember Robinson stated that the Building and projects committee will begin gathering information on ideas for a columbarium and new developments at Rockville Cemetery.

9. STAFF REPORTS – General Manager Love reported that one of the pumps at Rockville Cemetery had stopped working and has since been repaired for \$5,000.00 under budget. General Manager Love also reported that the automatic gate at Rockville Cemetery has been completed and Alarmtech will be installing the camera on the gate. General Manager Love stated that she had spoken with Dwight Bowerman about locking the Stone Chapel gate when the Chapel is not in use. General Manager Love stated that she has a call into Alarmtech to ask them why she is not being called when there is activity at the Cemeteries after hours. Chairman Kilmer stated that there should be a sign in the Cemeteries that have a number to call in case of emergency. Chairman Kilmer asked how the first few hall rentals went. General Manager Love responded that the hall rentals went well overall. Boardmember Falati stated that the District needs to hire a part-time person to work on days where we have the hall rented, to assist renters with kitchen equipment and answer any questions they may have. General Manager Love stated that employee Tere Carlson has received multiple compliments over the past few weeks from families thanking her for her kindness and compassion at their time of need. Some families sent flowers and kind notes to show their appreciation. General Manager Love reported that all grounds crew are being trained on the backhoe and they are all doing a great job.

10. TRUSTEE REPORT – Boardmember Jones reported that the CAPC training seminar was very informative. Boardmember Jones stated that he learned a lot about other districts, policies and how other Boards operate. Boardmember Jones reported that other Districts were impressed with the Solano Cemetery District's

future planning. Boardmember Jones thanked Chairman Kilmer for attending the conference and for his guidance. Boardmember Falati expressed his appreciation to Chairman Kilmer for attending the conference and for allowing him to attend the conference. Boardmember Falati requested that the Board add to the November Board Meeting Agenda the nomination of Chairman Kilmer for the C.A.P.C. Trustee of the Year Award.

11. ADJOURNMENT

The meeting adjourned at 10:24 a.m. The next meeting will be November 8, 2021 at 9 a.m.

Respectfully submitted

James Robinson, Secretary
By Dolores Hernandez