

Solano Cemetery District
Board of Trustees Meeting
November 12, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on November 12, 2019 at the Suisun Fairfield 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 October 15, 2019 Meeting Minutes; B. Approval of October 2019 Revenue and Expense Report. C. Review of Budget Status, Trial Balance and Endowment Fund Reports. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the consent calendar as received. The motion passed unanimously.

6. **NEW BUSINESS**

A. Presentation of Fiscal Year 2018-2019 Audit Report by Larry Bain, CPA - Mr. Bain distributed the Solano Cemetery District Financial Statements and explained the Management Report, and Statement of Net Position. He stated that the cash and investments are in a very strong position, the Profit and Loss increase was \$86,000 so the revenues exceeded expenditures, and the CalPERS pension is well managed. Further, the property tax revenue is going up with the improved economy; we will need to start recording assets and liabilities on the balance sheets at the end of the next fiscal year; i.e., the lease with Jim Parr and the Church.

Chairman Kilmer asked if the company has a policy of rotating auditors every so many years. Mr. Bain replied yes. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the Fiscal Year 2018-2019 Audit Report by Larry Bain. The motion passed unanimously.

B. Presentation of Stifel, Nicolaus & Company, Inc., by Sandra Wheeler - Ms. Wheeler, the Boards' Financial Advisor, addressed the Board on the reason she moved from Wells Fargo and joined the firm of Stifel Nicolaus & Company, She also discussed why the District should move their account to Stifel, noting that Stifel is one of the nation's leading wealth management and investment banking firms; they believe in strong individual relationships, and the knowledgeable financial advisors offer a personalized approach to finding the best solutions for financial needs. A motion was made by Boardmember Engell, seconded by Boardmember Little to move the District's investments from Wells Fargo to Stifel, Nicolaus & Company. The motion passed unanimously.

C. Discuss District Representation at the CAPC Conference in Oxnard, CA, February 20-22, 2020 - Attendance at the Conference was discussed. Chairman Kilmer and Vice Chairman Robinson will attend.

7. **UNFINISHED BUSINESS**

A. Future Projects

1. One to Five Year Project Plans - Chairman Kilmer asked that General Manager Goodrich provide the Board with information on the topography and feasibility report for the Train Station project. He would like to start the discussion on this area. We also need to keep up with what the City of Fairfield is doing. He also addressed the Columbarium at Rockville Cemetery. General Manager Goodrich reported that we do not have the financing right now for this project. Chairman Kilmer stated that this is a long-term investment and he would like to see a design for the project: plan it in stages and for growth. Design things now so we know what it will look like 25 years from now. General Manager Goodrich explained where the columbarium would be located. Chairman Kilmer stated he has concerns about the "ditches", around the head stones, and the possible liability and of cost of maintenance on sections that are full. He suggested looking at artificial turf in those areas and include this on our long range plan.

2. New Administration Building - Maintenance Supervisor Dooley reported on the type of "sleeve" that the City of Vallejo Water Department wants installed; this needs to be remeasured. Chairman Kilmer reported that a member of the public was very upset because of the "event center" being planned for the new building. Staff explained the use of the "event center" was which appeased the individual.

8. COMMITTEE REPORTS

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

9. STAFF REPORTS

Maintenance Supervisor Dooley reported that the fence along the road at Rockville Cemetery which was struck by a vehicle recently is being removed. He went on to explain the several days power outage at Rockville caused by a PG&E public safety power shut off. Rockville staff had to move to the Suisun Fairfield Cemetery for that period of time.

General Manager Goodrich explained the cost for a new generator.

10. TRUSTEE REPORT - No reports.

11. ADJOURNMENT

The meeting adjourned at 10:36 a.m. The next meeting will be December 9, 2019 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary