

Suisun Fairfield Rockville Cemetery District
Board of Trustees Meeting
November 14, 2016

The Board of Trustees of the Suisun Fairfield Rockville Cemetery District met in regular session on November 14, 2014 at the Suisun Fairfield Rockville Cemetery.

Chairman Kilmer called the meeting to order at 9:00 a.m. and Board member Ellsworth lead the Board in the flag salute.

TRUSTEES PRESENT: Chairman Kilmer, Board Members Robinson, Little, Ellsworth, Engell

ABSENT: Board Member Ashley

STAFF PRESENT: General Manager Doris Goodrich, Maintenance Supervisor, Sean Dooley

COMMENTS FROM THE FLOOR: None

CONSENT CALENDAR: Board Member Little motioned to approve the Consent Calendar as presented. Board Member Engell seconded the motion. The motion passed with (5) Ayes (1) Absent

UNFINISHED BUSINESS:

- A. Future Projects and Development-** General Manager Goodrich updated the Board on the proposed construction of the Rockville Administration Office. Board Member Robinson reported that the SFR Building/Projects Committee met on October 20, 27 and November 3, and 10 with Rob Henley of A2R Architects to start the planning process for the new Rockville administration building. Attending were General Manager Doris Goodrich; Trustees Wayne Engell and Jim Robinson and Maintenance Supervisor Sean Dooley. At the conclusion of the planning meeting on November 10, the committee felt concepts 3 and 5 were worthy of the Board's consideration prior to moving forward with the project. The Board unanimously accepted Concept 3. It was also agreed to continue with A2R Architects for ideas on the train station.
- A. B. **Update on Mapping Project at Suisun Fairfield Cemetery** - General Manager reported on the status of the mapping project. Chairman Kilmer stated that we should be working on the Masonic section to get it completed as soon as possible.
- C. **Discuss Saturday Burials** – The Board was given a letter sent my Josephine Guerrero concerning Saturday burials. Since Saturday burials was still in the discussion stage, the General Manager and Maintenance Supervisors were asked to consider the pros and cons of burying on Saturday and bring back information to the Board regarding costs and scheduling.
- D. **Approve Resolution 16-0002 To Change the District Name to Nolan Cemetery District**
- Motion my Board Member Ellsworth, seconded by Board Member Engell, approving Resolution 16-0002. The motion passed with five (5) ayes, one (1) absent.

NEW BUSINESS

- A. **Adopt Policy 6000.5 Marker Requirements and 6000.5A Marker Setting Requirements in Rockville Cemetery for the Infant/Child & Cremation Section of Lawn E-** Motion by Board Member Ellsworth, seconded by Board Member Robinson. The motion passed with five (5) ayes, one (1) absent.
- B. **Discuss Buy Back of Plots** – The Board agreed that this will be further discussed between General Manager Goodrich and Chairman Kilmer.
- C. **Approve Proposal to Repair Roadway at Suisun Fairfield Cemetery** – A motion was made by Board Member Ellsworth, seconded By Board Member Engell. The motion passed with five

(5) ayes, one (1) absent..

D. Discuss Proposals and Approve Maintenance Schedule for Eucalyptus Trees at the Suisun Fairfield Cemetery - The Board directed Maintenance Supervisor Dooley to find out from the Contractor what additional costs would be involved for permits and other miscellaneous items and present the matter to the Board at the next meeting.

E. Approve Sale of Fixed Asset; 1. Golf Cart - Rockville Cemetery, 2. Jacobsen Utility Truck – Suisun Fairfield Cemetery, 3. 1992 Dodge Truck – Rockville Cemetery Fairfield Cemetery, 3. 1992 Dodge Truck – Rockville Cemetery. A motion was made by Boardmember Little, seconded by Boardmember Engell approving the disposal of the fixed assets as presented. The motion passed with five (5) ayes, one (1) absent.

F. **Discuss Rental of Front Meeting Room at the Rockville Cemetery** - The Church is requesting to rent the front meeting room for a classroom for two hours a week (Wednesday and Sunday). A motion was made by Board Member Ellsworth, seconded by Board Member Little to rent the front meeting room at Rockville Cemetery for two hours a week for the monthly fee of \$200.00. The motion passed with five (5) ayes, one (1) absent.

G. Review Longevity Policy – This matter was tabled.

H. **Discuss District manager and Maintenance Supervisor Expenditure Limit** - A motion was made by Board Member Ellsworth, seconded by Board Member Little raising the spending limit for the General Manager to \$10,000.00. Motion passed with five (5) ayes, one (1) absent.

I. **Discuss Employee Recognition Event** – It was agreed that an employee/Board workshop/luncheon will be held on January 13, 2017, 9 a.m. to 2 p.m. at the Hilton Hotel, Fairfield.

J. Discuss Annual Employee and Board Meeting – This will be discussed at a future meeting.

8. COMMITTEE REPORTS

A. **Finance Committee** - No report.

B. **Building and Projects Committee** - No report.

9. STAFF REPORTS

Maintenance Supervisor Dooley reported that construction of the metal equipment building enclosure at Rockville will start today. The Beautification project was addressed and the landscape design development will include the retaining wall, and getting rid of the dirt which will be used for fill in.

10. TRUSTEE REPORTS

Boardmember Little reported that she attended an event at the Masonic Lodge recently. Chairman Kilmer passed around a recent CAPC Newsletter showing Bombardment Robinson's picture on the front page.

11. Adjournment

The meeting adjourned at 11:32 a.m. The next meeting will be December 12, 2016, 9 a.m. at Rockville.

Respectfully submitted,

Mary Ellsworth
Secretary

