

Solano Cemetery District
Board of Trustees Meeting
November 13, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on November 13, 2017 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** - Chairman Kilmer lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Board Members Robinson, Ashley, Ellsworth, Engell, Little **STAFF PRESENT:** General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of September 10, 2017, meeting minutes and September 25, 2017 special meeting minutes; Approval of September 2017 Revenue and Expense Report. Board Member Ellsworth motioned to approve the Consent Calendar as received. Seconded by Board Member Ashley. The motion passed unanimously.
6. **UNFNISHED BUSINESS:**

A. Discuss Request for Jim Parr for Five Year Extension of Lease - General Manager Goodrich reported that she included in the packet the CPI and a breakdown of what Mr. Parr currently pays. A five-year extension would extend the least to 2034. There is no increase clause included in the current lease, and an increase clause should be included if the lease is amended. A motion was made by Board Member Ashley seconded by Board Member Little to increase the storage rent to \$1,500 to begin on the anniversary date of the lease. After further discussion Board Member Ashley amended and Board Member Little seconded the amendment to the motion to include the CPI escalation clause in the lease. The motion passed unanimously. A motion was made by Board Member Ashley seconded by Board Member Little approving the extension of the lease as requested by Mr. Parr. The motion passed unanimously.

B. Future Projects and Development - General Manager Goodrich reported that the trees have been removed at the Suisun Fairfield Cemetery.

1. **New Administration Building - Planning, Design** - Vice Chairman Robinson reported that the Committee met twice last month. There is an amendment to the contract that Rob Henley A2R gave to Doris in the amount of \$26,850. This has not been clarified; it appears it was not included in the original contract. They will meet with Mr. Henley to discuss this. It was agreed by the Board that Mr. Henley would be asked to attend the December meeting to discuss this increase.
2. **Project Budget and Funding Resources** -
 - a. **Review CSDA Finance Corporation Quotes for 20 year and 15 Year Terms** - General Manager Goodrich reported on the response from CSDA Finance Corporation concerning the financing options for the proposed lease purchase for the Solano Cemetery District. The options include either a 15 or 20 year finance plan for the new building. A motion was made by Board Member Ashley, seconded by Board Member Engell to lock in the 20 year option at an interest rate of 3.75 percent. The motion passed unanimously.
3. **Discuss Options for Removal/Salvage of Metal Building Shed #1** - General Manager Goodrich reported that Mr. Henley's opinion is that the estimated value for this project is \$10,000 to \$15,000. She further stated that Mr. Parr will have to sign a release before we can complete this project. We have to formally tell him that we will be taking the building back, and should be part of the lease extension. Legal Counsel will have to be involved in this. A motion was made by Board Member Little, seconded by Board Member Engell to charge \$1.00 for John's Hauling to remove the metal agriculture building. The motion passed unanimously.

7. New Business

A. Review District Rules and Regulations - General Manager Goodrich reported that this is an annual review of the rules and regulations--there are no changes. It was suggested that time lines be set for articles left on graves. The Rules and Regulations were approved as received.

B. Review 2016 Fiscal Year Audit - General Manager Goodrich noted that the findings noted in the report have been responded to. Chairman Kilmer stated that he would like to use an "outside" auditor rather than the County in the future.

C. Report out of Settlement Agreement and Release entered into by and between the Solano Cemetery District and Fairfield Masonic Temple Association and Suisun Lodge No. 55, Free and Accepted Masons - General Manager Goodrich reported that an agreement has been reached and the document signed. The District has been provided records dating back to 1910.

D. Approve Appropriation Transfer Request to transfer Fund Balance to Intangible Assets for the Purchase of the Interment Rights in the amount of \$60,000.00 per the Terms of the Settlement Agreement with the Fairfield Masonic Temple Association and Suisun Lodge No 55, Free and Accepted Masons - A motion was made by Board Member Ellsworth, seconded by Board Member Engell approving the Appropriation Transfer Request. The motion passed unanimously.

E. Approve Fees for Plot Sales in the Masonic Section of the Suisun Fairfield Cemetery - A motion was made by Board Member Ashley, seconded by Vice Chairman Robinson approving the current district fees for plot sales in the Masonic Section of the Suisun Fairfield Cemetery. The motion passed unanimously.

F. Approve Appropriation Transfer Request to transfer Fund Balance for an unexpected household expense for trash receptacles - A motion was made by Board Member Ellsworth, seconded by Board Member Engell approving appropriation Transfer Request to transfer Fund Balance for an unexpected household expense for trash receptacles. The motion passed unanimously.

G. Approval for Doris Goodrich, General Manager, to Participate as a Mentor Volunteer with California Association of Public Cemeteries Mentor Program. A motion was made by Board Member Ashley, seconded by Board Member Little approving Doris Goodrich, General Managers participation as a Mentor Volunteer with California Association of Public Cemeteries Mentor Program. The motion passed unanimously.

H. Discuss Participation in the CAPC 60th Annual Conference - The Conference will be held in San Luis Obispo on February 22-24, 2018. General Manager Goodrich will reserve the rooms.

8. COMMITTEE REPORTS

A. Finance Committee -No report.

B. Building and Projects Committee - Vice Chairman Robinson reported on the Committee's meetings with Rob Henley of A2R on September 27, October 20, and November 2. Doris Goodrich, General Manager and Sean Dooley, Maintenance Supervisor, also attended the meetings. Matters discussed were the proposal by John's Hauling to remove the metal agriculture building; samples for the lobby were viewed and materials and other elements discussed and the wall dividing the social hall was eliminated at a savings of approximately \$70,000; the time line for the Administrative Building project which is in the design development with early stage drawings and conceptual plan in work; the package for cost estimate will be submitted to the design team with the goal being to submit the package to the County in approximately a month and back to the design team within six weeks, project advertised in March inviting bids, April to bid. A pre-bid conference will be held. Chairs, tables, storage, electrical heat, and the mechanics placement on the roof and lighting for the hall were discussed. The existing contract with A2R will be amended with the balance of architectural design fees: 7.5 percent to 8 percent. Interior Designer Donna Lucchio attended the November 2 meeting. Topics discussed were the layout for the recommended kitchen equipment, the

types of tables to accommodate various types of activities and meetings for up to 125 people, audio-visual equipment, Wi-Fi and speakers, cabinets and furniture placement for the lobby. Samples of flooring, counter tops and walk-off area material, the door into the office area from the lobby, a preliminary lighting plan (which is being made with future needs considered) were also discussed.

9. STAFF REPORTS

Sean Dooley, Maintenance Supervisor, reported that he met with the civil engineer from SID. They walked the canal and looked at the water that is coming into the cemetery and after further evaluation it was determined that the pipe is a drain for SID's work station. The conclusion is it is 100 percent SID's problem. They are in the process of fixing the problem and will be contacting Mr. Dooley within a week on the status of the project. He further reported that three trash receptacles were added at Fairfield Suisun Cemetery and two at Rockville Cemetery. He has to determine how to secure the trash cans to keep people from taking them. He explained that he has developed a device to make shoring and stabilizing of graves during escalation safer for the employees. He is looking into other methods to make it safe.

General Manager Goodrich reported that the district received the Special Districts Risk Management Association President's award for having 5 years with no claims.

10. TRUSTEE REPORT

Board Member Little asked if the telephone message can be changed when necessary in situations like closing the office during the fire. General Manager Goodrich said she will look into this.

Vice Chairman Robinson reported on the CAPC Conference that Board Members attended in October. He also addressed the theft of the leaf blower and asked if the equipment is marked.

11. ADJOURNMENT

The meeting adjourned at 10:39 a.m. The next meeting will be December 11, 2017, 9 a.m. at the Suisun Fairfield Cemetery.

Respectfully submitted

Mary Ellsworth,
Secretary