

Solano Cemetery District  
Board of Trustees Meeting  
November 19, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on November 19, 2018 at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little. Boardmember Ashley, excused

**STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Dooley

4. **PUBLIC COMMENT** - Tanya Williams, representing the Solano County Central Taxpayers Association, asked the Board for answers to the following questions concerning the District's budget: What other line items are included within the proposed plan; where are the records kept, when was the last audit and can they have a copy of it, who was the auditor, and where is the written budget explanations/justifications. Chairman Kilmer referred Ms. Williams to General Manager Goodrich for the answers to the questions.
5. **APPROVAL OF CONSENT CALENDAR:** Approval of October 15, 2018 meeting Minutes; Approval of October 2018 Revenue and Expense Report. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell, approving the Consent Calendar as received. The motion passed unanimously, Boardmember Ashley excused.
6. **UNFINISHED BUSINESS**
  - A. Future Projects and Development - 1. New Administration Building - Planning, Design - Boardmember Robinson reported on the meeting of the SCD Building/Projects Committee on November 8, 2018. Those attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Boardmembers Engell and Robinson, and Rob Henley, A2R, and Designer, Donna Luccchio. A complete copy of the report is attached. Chairman Kilmer questioned the Committee's discussion of the new cemetery. Vice Chairman Robinson replied that Mr. Henley was asked to do a review of what structure the District will be allowed at the new site. Maintenance Supervisor Dooley stated that that we need to know what we will be allowed such as adequate space for filing, etc. Chairman Kilmer noted that we cannot have an office at the new cemetery site. Everything will have to be stored at Rockville Cemetery. He further questioned the review of the color palette for the project and asked at what point the Board would be involved. General Manager Goodrich replied that the Board will be involved as soon as the plans are final.
    2. Suisun Fairfield Cemetery Beautification Project - Maintenance Supervisor Dooley reported that this project has been completed. He explained the watering and mowing needed for the project, noting that this is a low maintenance project. There is a water line around the perimeter with stub-outs for future sprinklers when the area becomes grave sites. Chairman Kilmer expressed concern that the corner wasn't completed. Maintenance Supervisor Dooley stated that this area can be cleaned up, but it was not part of the project. Chairman Kilmer suggested using river rock in the area to give it a "finished" look. He went on to say that he is concerned because of the depth and thinks we should look ahead. Maintenance Supervisor Dooley stated that he will have the retaining wall looked at to see what can be done.
7. **NEW BUSINESS**
  - A. Approve Revision of Policy #5033 - Policy for Acceptance of Payments - General Manager Goodrich stated that most of the Districts in the state are no longer taking cash payments due to the potential of

fraud. This policy will take effective January 1, 2019. She posted the policy at both Rockville and Suisun Fairfield sites. A motion was made by Boardmember Ellsworth, seconded by Vice Chairman Robinson approving the Revision of Policy #5033 for Acceptance of Payments. The motion passed unanimously, Boardmember Ashley excused.

B. Accept FY 2016-2017 Fiscal Year Audit - A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell accepting the FY 2016-1017 Audit as received. Chairman Kilmer questioned why the Board was not contacted by the Auditor. After some discussed it was agreed that the matter would be tabled until the December meeting at which time the Auditor will be attending the meeting to discuss the audit. The motion was withdrawn by Boardmember Ellsworth and Boardmember Engell.

C. Approve Listing of Records to be Destroyed as Indicated in the Records and Retention Policy #5032 - General Manager Goodrich described the records that were to be destroyed. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the Listing of Records to be destroyed as indicated in the Records and Retention Policy #5032. The motion passed unanimously, Boardmember Ashley excused.

D. Approve Appropriation Transfer to Reclassify the Funds for the Suisun Fairfield Cemetery Beautification Project - General Manager Goodrich explained we are making this change to reclassify funds originally appropriated on September 10, 2018 for payment to Live Oak Landscaping for the installation of irrigation, grading and landscaping for phase three of the Beautification Project at the Suisun Fairfield Cemetery. She noted that there is one payment and it will be made through the County. A motion was made by Boardmember Engell, seconded by Vice Chairman Robinson approving the appropriation transfer to reclassify the funds for the Suisun Fairfield Cemetery beautification project. The motion passed unanimously, Boardmember Ashley excused.

## **8. COMMITTEE REPORTS**

A. Finance Committee - Chairman Kilmer reported that the Finance Committee will be meeting with our Financial Advisor, Sandra Wheeler on November 27.

B. Building and Projects Committee - There was some discussion concerning the Train Station property and the site of the entrance, etc.

## **9. STAFF REPORTS - No reports.**

## **10. TRUSTEES REPORT**

Chairman Kilmer suggested including "Designation of Officers" on next month's agenda. There was discussion concerning the appointment procedure and the suggestion of having Boardmembers terms staggered at one-year intervals.

## **11. ADJOURNMENT**

The meeting adjourned at 9:46 a.m. The next meeting will be held on December 10, 2018 at 9 a.m. at Suisun Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary