

Solano Cemetery District
Board of Trustees Meeting
Nov. 8, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on November 8, 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 Jones led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Engell, Boardmembers Robinson, Jones, Falati
4. **STAFF PRESENT:** General Manager Love, Administrative Assistant Hernandez
5. **PUBLIC COMMENT** – None
6. **CONSENT CALENDAR** A. Approval of October 18, 2021 Regular Meeting Minutes; B. Approval of October 2021 Revenue and Expense Report; A motion was made by Vice Chairman Engell, seconded by Boardmember Falati approving the Consent Calendar as received. Boardmember Falati noted that in the October 18th 2021 Board Meeting Boardmember Robinson had offered and agreed to continue in his role as Secretary. The motion passed unanimously.
7. **NEW BUSINESS**
 - A. Name the new cemetery – Boardmember Robinson reported that he did some research and discovered that the town of Maine Prairie is 11 miles south of Dixon and not close to our District. The Building and Projects Committee suggested Solano Memorial Park would be an appropriate name because it coincides with the name of the District. The Board discussed having the name of the cemetery tied into the history of its geographical location. – No Action
 - B. Review and approve acceptance letter for new cemetery property – General Manager Love went over the two versions of the Districts’ letters of acceptance to the City of Fairfield for the dedicated 35 acres of land. General Manager Love reported that Erik Lees of Lees & Associates stated that the District could proceed with a high level of confidence to accepting all 35 acres but he recommended the District include wording to the acceptance letter that would provide a caveat in case the Geotechnical survey flags areas that are unsuitable for plots. Vice Chairman Engell recommended the District accept all 35 acres. Boardmember Falati agreed with Vice Chairman Engell. – A motion was made by Boardmember Falati, seconded by Boardmember Jones. Boardmember Robinson added that the language should read “agreeing to the acceptance” and “contingent upon a Geotechnical survey being conducted and confirms it is suitable for cemetery use.” The motion passed unanimously.
 - C. Sandra Wheeler – Presentation of Stifel, Nicolaus & Company, Inc. – Discussed investments, current rates and investment strategies. Chairman Kilmer requested that the Board look at the District’s financials and determine whether remaining investments with Solano County should be moved to Stifel, Nicolaus & Company, Inc. Chairman Kilmer requested that this item be included on the December 13, 2021 Board Meeting Agenda. – No Action
 - D. Approve nomination for Trustee of the Year – A motion was made by Boardmember Falati to nominate Chairman Kilmer for California Association of Public Cemeteries Trustee of the Year, seconded by Vice Chairman Engell. The motion passed unanimously.

8. UNFINISHED BUSINESS

A. Future Projects and Development

1. One to Five Year Project Plans – Chairman Kilmer stated that the design and construction of a columbarium at Rockville Cemetery needs to be included in the 2022-2023 budget. Chairman Kilmer also suggested that item 2 on the 1 Year Plan be changed to “Claim and secure 35 Acres.”

2. Erik Lees & Associates – Suitability Study for Future Cemetery Land - Boardmember Robinson reported that Building and Projects Committee had a Zoom meeting with Erik Lees on the 27th of October and had discussions regarding the challenge of the asymmetrical shape of the property and impact of the Jepson Parkway on the future cemetery land. Boardmember Robinson stated that Caroline Vedder informed him that the Jepson Parkway Project is two years out. Boardmember Robinson stated that Erik Lees will be attending the Monterey CAPC Conference and he plans on visiting the site of the future cemetery while he is here. Boardmember Robinson stated that the Building and Projects Committee is having another Zoom meeting with Erik Lees on the 17th of November. Chairman Kilmer suggested the Building and Projects Committee get an approximate cost from Erik Lees for the planning and design of the future cemetery land so that it can be included in the 2022-2023 budget. General Manager Love reported that she has not heard back from the City of Fairfield regarding the number of permits issued at the One Lake Development. General Manager Love also stated that the contract the District has with the City of Fairfield states that the pass through revenue is based on Certificates of Occupancy. General Manager Love asked if the Board wants estimates from different contractors and Chairman Kilmer stated that the Board is satisfied with Erik Lees so there is no need to get multiple estimates. – No Action

9. COMMITTEE REPORTS

A. Finance Committee – Chairman Kilmer stated that he will be going over the 2022-2023 budget with Boardmember Jones.

B. Building and Projects Committee – Vice Chairman Engell reported that installation of the 8” drain line and valve at Rockville Cemetery is complete.

10. STAFF REPORTS – General Manager Love reported that the leaks in the gutter seams on the new administration building have been repaired as well as the leak in one of the offices. General Manager Love also followed up on inconsistencies with the alarm monitoring company at Rockville Cemetery. General Manager Love was told by Alarmtech that they are in the process of changing the monitoring company to avoid any future issues. General Manager Love reported that she sent an email to Jim Parr requesting that he keep the automatic gate on his driveway closed after hours.

11. TRUSTEE REPORT – Boardmember Falati stated that he provided a list of vendors that can be used as referrals for people renting the reception hall at Rockville Cemetery. Chairman Kilmer stated that his official last day on the Board is December 31, 2021 but he will be attending the Board meetings until his replacement is made.

12. ADJOURNMENT -

The meeting adjourned at 10:03 a.m. The next meeting will be December 13, 2021 at 9 a.m.

Respectfully submitted

James Robinson, Secretary
By Dolores Hernandez