

Solano Cemetery District
Board of Trustees Meeting
November 9, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on November 9, 2020, at the Rockville 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
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Ellsworth led the flag salute.
4. **PUBLIC COMMENT** - Steve Dodini addressed the Board concerning the plot map approved for the flat marker as it relates to his plots. General Manager Goodrich replied that this was approved in 2000. The people knew there were flat markers when they bought the plots and she provided Mr. Dodini with a copy of the form they signed.
5. **CONSENT CALENDAR** A. Approval of October 13, 2020 Meeting Minutes; B. Approval of October 2020 Revenue and Expense Report; Review of Budget Status, Trial Balance and Endowment Fund Reports. A motion was made by Boardmember Little, seconded by Boardmember Engell approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Approve Revisions to the Personnel and Salary Resolution, Division III, Section 16, Family Leave - General Manager Goodrich explained the changes pursuant to California Family Right Act (SB 1383) as follows:
A. An employee who has been continuously employed by the District for 12 months; and worked at least 1,250 hours in a 12-month period prior to CFRA leave may take up to a total of twelve (12) workweeks in a 12-month period as an unpaid leave of absence for the purpose of caring for a family member with a serious health condition, employee's own serious health condition or the birth of a child or placement of a child in connection with adoption or foster care. B. A family member is defined as a child of any age (including a foster child), spouse, registered domestic partner, grandparents, grandchildren and siblings of the employee. Family leave may be used for the birth or adoption of a child, to care for a child with a serious health condition or to care for a spouse, parent or grandparent with a serious health condition. C (New) Qualifying Exigency leave related to covered active military duty or call to covered active duty for an employee's spouse, registered domestic partner, child, or parent in the United States Armed Forces. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the revision to the Personnel and Salary Resolution, Division III, Section 16, Family Leave. The motion passed unanimously.
 - B. Review and Approve Audit for Fiscal Year Ended June 30, 2020 - General Manager Goodrich stated that our audit was clean and organized. The District is stable. If there are any concerns the Auditor will be available in December to attend our meeting and address the concerns. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving audit for Fiscal Year ended June 30, 2020. The motion passed unanimously.
 - C. Review and Approve Tree Proposal to Cut Down the Dead Oak Tree at Rockville Cemetery - General Manager Goodrich reported that we received one proposal. She stated that the tree is dangerous in it's current condition and explained the procedure that would have to be used to remove the tree. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the tree proposal for cutting down the dead oak tree at Rockville Cemetery in the amount of \$10,080.00. The motion passed unanimously.

7. UNFINISHED BUSINESS

A. Future Projects and Development

1. One to Five Year Project Plans - The Board discussed the fencing and gate situation in the area of Jim Parr's property. General Manager Goodrich reported that people are cutting the chains on rolling gates in the area. The locks on the gates have been cut recently and a large number of people have come into the cemetery and drink beer, etc. Chairman Kilmer stated the fence issue needs to be addressed; he recommended a cover for the chain and a rolling gate. He explained the problem Mr. Parr is having and stated we need to fence the north end of the cemetery where we currently stop and suggested taking the fence all the way to the canal. Boardmember Engell suggested straightening Mr. Parr's road and putting in a second gate, and to consider automatic gates. General Manager Goodrich will contact the Sheriff 's office to ask for a person with expertise in this matter to look at the area and give us suggestions on securing the grounds. This will be brought back to the Board in December with what was recommended.

General Manager Goodrich addressed the Train Station project stating that the models for two sections are finished and the lake area is complete. We have to be sure the City knows we want the 35 acres and she suggested hiring a cemetery planner for advice, and developing a major plan. We need to move forward. Chairman Kilmer addressed the fees per house which we will receive after the first phase of the project. We need to determine when we will start collecting the fees.

The Board agreed to the following changes to the Future Development and Projects list: move Preliminary Drawings for 35 acres adjacent to the One Lake Development in the Train Station Specific Plan from the five-year plan to the one-year plan; move Design and construct a columbarium at Rockville from the one-year plan to the two-year plan.

2. New Office Building - Vice Chairman Robinson addressed the new office building. He attended a meeting on October 27, and got a spread sheet on change orders. He explained the change orders and stated that we will get a credit of \$15,000. Swank Construction, the contractor, will not charge for remaining on site, but will not be working while waiting for PG&E to finish. Swank will then complete the job. General Manager Goodrich reported that PG&E lines were inspected and approved. Chairman Kilmer and General Manager Goodrich made a decision on the desks, etc. He noted that the cabinets might have to be resurfaced. The walkway has been taken care of. We will probably over spend the current budget by \$20,000.

8. COMMITTEE REPORTS

A. Finance Committee - No report.

B. Building and Projects Committee - No report.

9. STAFF REPORTS

General Manager Goodrich referred to the flier from CAPC that was in the packet concerning upcoming meetings. She reported on the employees who are retiring at Suisun Fairfield Cemetery; she is going to continue with the hiring of the landscaping companies. Fees are going up and she may have to change the budget.

10. TRUSTEE REPORT

Boardmember Little stated that the cemeteries are beautiful and complimented the staff at the cemeteries. Chairman Kilmer requested that election of officers be on the December agenda. He addressed the possibility of the Cemetery Districts being consolidated into one county-wide district.

11. ADJOURNMENT

The meeting adjourned at 10:26 a.m. The next meeting will be December 14, 2020 at Rockville Cemetery.

Respectfully submitted

Mary Ellsworth, Secretary