

Solano Cemetery District  
Board of Trustees Meeting  
December 9, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on December 9, 2019, 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, Maintenance Supervisor Sean Dooley
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Little led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of November 12, 2019 Meeting Minutes; B. Approval of November 2019 Revenue and Expense Report. 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. Nomination and Election of Officers for 2020 Calendar Year - A motion was made by Boardmember Engell, seconded by Boardmember Ellsworth nominating Earl Kilmer for Chairman of the Board. Hearing no further nominations, nominations were closed and Earl Kilmer was elected Chairman by unanimous vote. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell nominating Jim Robinson for the office of Vice Chairman. Hearing no further nominations, nominations were closed and Jim Robinson was elected Vice Chairman of the Board by unanimous vote. A motion was made by Boardmember Engell and seconded by Vice Chairman Robinson nominating Mary Ellsworth as Secretary to the Board. Hearing no further nominations, nominations were closed and Mary Ellsworth was elected Secretary to the Board by unanimous vote.

B. Revision to Policy #1020 Trustee Compensation, Benefits and Reimbursement Policy - Chairman Kilmer stated that this is a Board Policy and explained that the change amends the policy by adding Item 1020.6 Waiver for Unexpected Travel Cancellations and Conference Fees. The new addition reads: "Reimbursement for prepaid conference and travel expenses may be waived at the discretion of the Board of Trustees for: A serious medical condition or injury of a boardmember or their immediate family member; the cancellation occurs after the refund deadline; a medical verification may be requested; retroactive to July 1, 2019. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the revision to Policy #1020, Trustee Compensation, Benefits and Reimbursement. The motion passed unanimously.

C. Approval of Policy #2014 Harassment-Discrimination Policy - General Manager Goodrich reported that this policy is required by law and needs to be included in the Personnel Handbook. This was approved by legal counsel. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving Policy #2014, Harassment-Discrimination Policy. The motion passed unanimously.

7. **UNFINISHED BUSINESS**

A. Future Projects and Development

1. One to Five Year Project Plans - Chairman Kilmer requested that securing Rockville Cemetery by adding fencing and closing the Cemetery from dusk to sunrise similar to what is now done at the

Suisun Fairfield Cemetery, be added to the two-year plan. He further suggested that in doing this the pillars be continued.

2. New Administration Building - Maintenance Supervisor Sean Dooley reported that work has been done on the building site when it is not raining. General Manager Goodrich reported that the District received a rebate from PG&E for the power shut down. She further reported that the water problem with the City of Vallejo has not been solved but it is not holding up the project.

## **8. COMMITTEE REPORTS**

A. Finance Committee - General Manager Goodrich reported that the paper work to transfer our investments from Wells Fargo to Stifel has been completed.

B. Building and Projects Committee - No report.

## **9. STAFF REPORTS**

Maintenance Supervisor Dooley reported that the holes in the fence at Suisun Fairfield Cemetery have been fixed.

## **10. TRUSTEE REPORT**

Boardmember Little thanked staff for the new reimbursement policy. She also reported that she was asked about the new "administration" building recently and she explained to them what the building would be used for. Chairman Kilmer stated that the "Administration Building" is now called the "Office Building." Chairman Kilmer reported that he talked to Craig Bryan recently who told him about homeless people living on the Linear Trail behind Suisun Fairfield Cemetery and requested a key in order for him to be able to get into the property. He was informed that the Board agreed in the past keys would not be provided. Chairman Kilmer further stated that he and Vice Chairman Robinson are the only two who will be attending the conference in Oxnard. They are going to use Jet Sweep Airlines from the airport at Buchanan Field in Concord.

Maintenance Supervisor Dooley said the homeless situation was only there for a few days. He told the people they had to move; and the police patrol regularly.

## **11. ADJOURNMENT**

The meeting adjourned at 9:36 a.m. The next meeting will be on January 13, 2020, 9 a.m. at the Suisun Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary