

Solano Cemetery District  
Board of Trustees Meeting  
December 11, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on December 11, 2017 at the Fairfield Suisun Cemetery.

1. **CALL TO ORDER** - Chairman Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Board Member Ellsworth 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 November 13, 2017 meeting minutes; Approval of November 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. Jim Parr for Five Year Extension of Lease** - General Manager Goodrich reported that she and Chairman Kilmer met with Mr. Parr and agreed to extend the lease for five years increasing the rent to \$1,500; the land portion will remain the same. On the third year anniversary of the lease a CPI will be built into the lease. A letter will be sent to Mr. Parr stating that we will be taking the building back.

**B. Future Projects and Development**

1. **New Administration Building - Planning, Design - Clarification of Amendment to the Contract** - Chairman Kilmer stated that the clarification of the amendment to the contract relates to the charges.
2. **Project Budget and Funding Resources - (1) Adopt Resolution No. 17-0004 Authorizing the Execution and Delivery of a Lease Agreement and Site Lease and Authorizing and Directing Certain Actions in Connection Therewith** - Chairman Kilmer stated that this is a formality: and explained the details of the lease stating that at the end of the 20 years, the building will belong to the District. A motion was made by Board Member Ashley, seconded by Board member Little authorizing the adoption of Resolution 17-0004 authorizing the execution and delivery of a Lease Agreement and Site Lease, Authorizing and Directing Certain Actions in Connection Therewith. By roll call vote, the motion passed unanimously.

7. **NEW BUSINESS**

**A. Review and Adopt Resolution No. 17-0005 - Declaring that Governing Body Members and Volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their services** - General Manager Goodrich reported that Section 3363.5 of the California Labor Code states that Governing Body members and/or volunteers may be covered for Workers' Compensation benefits only if a Resolution to that effect is adopted by the Governing Body and a copy of the resolution is filed with SDRMA. A motion was made by Board Member Ashley and seconded by Board Member Engell, adopting Resolution No. 17-0005 declaring that Governing Body members and volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their services. By roll call vote, the motion passed unanimously.

B. Review Policy #1010 - Adoption/Amendment of Policies - General Manager Goodrich reported that the revisions to the policy include removing "Operations Manager" from Section 1010.1, and "5/7" from Section 1010.3. The "5/7" is replaced with "3/5". A motion was made by Board Member Little, seconded by Board Member Ellsworth adopting the amendments to Policy #1010. The motion passed unanimously.

C. Request from Church of Christ to install a gutter under the Rockville Stone Church Roof - Maintenance Supervisor Sean Dooley explained the problems associated with this request. After some discussion the Board agreed not to grant the request.

## **8. COMMITTEE REPORTS**

A. Finance Committee - The Finance Committee will be meeting to discuss the 2018- 2019 Fiscal Year budget.

B. Building and Projects Committee- Chairman Kilmer will be attending the meeting on Wednesday.

## **9. STAFF REPORTS**

Maintenance Supervisor Dooley reported that he met with a member of SID staff concerning the pipe drain for SID's work station. The issue of the flooding was discussed; the standing water must be eliminated. It is SID's opinion that they are not obligated to find a better place for the water. Maintenance Supervisor Dooley stated that the water would eventually come into the cemetery and then it would be up to the cemetery to alleviate the problem. The pipe floods in a certain area and is causing the problem. This is a huge issue that will not be fixed by taking the pipe out.

The Board agreed that this is not the District's issue, however there needs to be a way to disperse the water. It was further agreed a letter will be sent to SID stating what has happened up to this point and requesting a response within 30 days concerning the water issue. Staff will keep working on this and bring it back to the Board when they have an answer from SID.

Maintenance Supervisor Dooley reported that the foundation for the Parr building has been poured.

General Manager Goodrich reported on staffing issues.

**10. TRUSTEE REPORT** - No report.

## **11 ADJOURNMENT**

The meeting adjourned at 9:56 a.m. The next meeting will be January 8, 2018 at the Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary