

Solano Cemetery District
Board of Trustees Meeting
December 12, 2016

The Board of Trustees of the Solano Cemetery District met in regular session on December 12, 2016 at the Rockville Cemetery.

Chairman Kilmer called the meeting to order at 9:00 a.m. and Board Member Robinson led the Board in the flag salute.

TRUSTEES PRESENT: Chairman Kilmer, Board Member Robinson, Board Member Ellsworth, Board Member Engell, Board Member Little, Board Member Ashley

ABSENT: None

STAFF PRESENT: General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley

COMMENTS FROM THE FLOOR: None

CONSENT CALENDAR: Board Member Ellsworth motioned to approve the Consent Calendar as presented. Board Member Little seconded the motion. The motion passed unanimously.

UNFINISHED BUSINESS:

A. Future Projects and Development

1. New Administration Building - Planning and Design Update: Board Member Robinson reported that the SFR Building/Projects Committee and General Manager Doris Goodrich met with Rob Henley of A2R Architects on November 17. The Committee discussed the building site, including demolition of the agriculture building, soil testing, grading recommendations and having a survey of the site. The power line will be placed underground. An environmental company will be employed to monitor the demolition. The schedule will be revisited and floor plans will be started using the information provided earlier by the committee and construction numbers will be forthcoming. Also discussed was the number of parking spaces needed. Jim Parr will be advised of the plan as he will have to move equipment and material stored in the building. The next meeting is scheduled for January 9, 2017.

There was discussion concerning the demolishing of the building. It was agreed that once the plans are approved the demolishing of the building will be further discussed.

B. Update on Mapping Project at Suisun Fairfield Cemetery - General Manager Goodrich reported that staff completed the list of available plots in the Masonic Section. The Attorney asked for this information so that she can give it to the Masonic Lodge and they will know what graves the district will be selling. Chairman Kilmer requested that a meeting be set with the Masonic representative and our attorney.

C. Update on Proposal to Remove Eucalyptus Trees at Suisun Fairfield Cemetery – Maintenance Supervisor Dooley provided information to the Board on the removal and/or pruning of the eucalyptus trees and the costs associated with either procedure. Chairman Kilmer suggested that the Board Members look at the trees to get their opinion. He further stated that we need a total bid to make sure everything is included. Board Member Engell stated that we need to consider the administration building cost before spending money on the trees. It was agreed that Board Members would meet at

Suisun Fairfield Cemetery on Thursday January 5, 2017 at 10 a.m. to look at the trees with Maintenance Supervisor Dooley.

7. NEW BUSINESS

A. Approve Proposal to Install Final Section of the Retaining Wall at Suisun Fairfield Cemetery - A motion was made by Board Member Ellsworth, Seconded by Board Member Ashley approving the proposal from Keller Engineering and Asphalt Services, Inc. in the amount of \$74,268.00 to install the final section of the retaining wall at the Suisun Fairfield Cemetery. The motion passed unanimously.

B. Discuss Decreasing the Number of Board of Trustees - It was a consensus that General Manager Goodrich will prepare a resolution for the Board of Supervisors decreasing the number of board members to five.

8. COMMITTEE REPORTS

A. Finance Committee - General Manager Goodrich stated that because of the name change of the Cemetery, officers will need to go to the bank and sign a new card.

B. Building and Projects Committee - Board Member Engell reported that Keller completed the road work at the Suisun Fairfield Cemetery. We now have a 13 foot wide road next to the fire station. Board Member Engell explained the work that was completed. He thinks we need more work on the other roads that are deteriorated.

Board Member Robinson referred to the Alliance Newsletter and an article on Tracy Cemetery. Chairman Kilmer stated that we need to keep track of the time line for the train station project. We need to get started on a general plan within the next year.

9. STAFF REPORTS

Maintenance Supervisor Dooley reported that the road is completed at Suisun Fairfield Cemetery. The metal building enclosure was completed at Rockville Cemetery last week. He stated that the building exceeded expectations. Maintenance Supervisor Dooley explained what will be stored in the building. We need another security camera installed for the equipment building. The golf cart, utility truck and the Dodge truck have been sold.

General Manager Goodrich reported that the tree behind the Chapel fell on the electrical line. PG&E replaced the line. Sandra Wheeler will give a presentation on our investments at the January Meeting. The SDRMA Safety meeting will be held on March 28 at the Hilton in Sacramento. Board Member Robinson and Chairman Kilmer will attend with General Manager Goodrich.

10. TRUSTEE REPORT - no reports.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:32 a.m. The next meeting will be January 9, 2017 at 9 a.m. at the Suisun Fairfield Cemetery.

Respectfully Submitted,

Mary Ellsworth, Secretary