

Solano Cemetery District
Board of Trustees Meeting
December 14, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on December 14, 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** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of November 14, 2020 Meeting Minutes; B. Approval of November 2020 Revenue and Expense Report; A motion was made by Boardmember Ellsworth seconded by Boardmember Little approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Review and Discuss Request for Additional Granite Marker to attach to Morfidis Headstone - Boardmembers expressed their opinions concerning the request. After considerable discussion a motion was made by Boardmember Ellsworth, seconded by Vice Chairman Robinson that the request to modify the Morfidis headstone does not meet the Solano Cemetery District policy and is therefore denied. The motion passed by a vote of four ayes, Boardmember Little abstaining.
 - B. Review Security Assessment Recommendations - General Manager Goodrich explained the security assessment site walk which included Sheriff Deputy E. B. Parker. The security recommendations are:
 - 1.) Add additional camera on the back side of the building under the eaves next to the reception hall.
 - 2) Install 2 posts, chain, reflectors and private road signage to block car access (Paoli Avenue where the road ends between Lawn E and Lawn F; the access turnout from the parking lot to Jim Parr's driveway; the end of the wrought iron fence--from fence to olive trees similar to the chain blocked driveways in the local vineyards and farms in the area
 - 3.) automatic rolling gate to access parking lot; 4) automatic gate for access to Jim Parr's driveway. General Manager Goodrich described the location of the cameras and what they will capture. A "No trespassing" sign will be installed. The gates will only be closed at night. There will not be a traffic problem. It was agreed that we would get separate bids for the gate, fence and electrical.
 - C. Discuss Recently Enacted Assembly Bill 992 - Open Meeting Laws and Social Media- General Manager Goodrich stated that this is an information matter for the Board. It was recommended that when answering emails sent to a group to answer the email separately, not to the group which will avoid noncompliance with the Brown Act.
 - D. Discuss Checklist of Requirements for Guidelines for a New Board Member - General Manager Goodrich addressed the New Board Member Checklist. The sentence at the beginning of the checklist "The newly appointed Trustee will schedule to meet with the Board Chairman and General Manager to be briefed on the cemetery district operation" would include the following wording "and before their first meeting" at the end of the sentence. The Board was requested to review the checklist and bring any additional suggestions to the January meeting for final review.
 - E. Election of Officers for Fiscal Year 2020-2021 - A motion was made by Boardmember Ellsworth, seconded by Boardmember Little nominating Earl Kilmer, Chairman,; Wayne Engell Vice Chairman; Jim Robinson Secretary-Treasurer. The motion passed unanimously.

7. UNFINISHED BUSINESS

A. Future Projects and Development

1. One to Five Year Project Plans - There were no revision to the One to Five Year Plan.

2. New Office Building - General Manager Goodrich reported that the PG&E power matter has been taken care of and everyone now has power. The flag pole has been received but not installed. It was agreed that Board will inspect the building before the final approval.

3. Review and Approve Revision to Lawn E Development Plan to include an ADA Access from the Parking Lot to the Grave Site level -_A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the revision to Lawn E Development Plan to include and ADA Access from the Parking Lot to the Grave Site level. The motion passed unanimously.

8. COMMITTEE REPORTS

A. Finance Committee - No report.

B. Building and Projects Committee - No report.

9. STAFF REPORTS

General Manager Goodrich reported that a new sewer clean out was installed by the church. The original pipe was deteriorated. A new line was installed next to the old one. The lights on the outside of the office building at the Suisun Fairfield Cemetery have been replaced. Chairman Kilmer stated that we will have to consider putting permanent lighting for the gate. We can then install motion sensor lights.

10. TRUSTEE REPORT

Chairman Kilmer recommended filling in around the head stones. It is a "tripping" problem.

11. ADJOURNMENT

The meeting adjourned at 11:08 a.m. The next meeting will be January 11, 2021.

Respectfully submitted

Mary Ellsworth, Secretary