

Solano Cemetery District  
Board of Trustees Meeting  
February 8, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on February 8, 2021, at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Engell led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Boardmembers Ellsworth, Engell, Robinson, Little  
  
**STAFF PRESENT:** General Manager Goodrich, Administrative Assistant Hernandez
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of January 11, 2021 Meeting Minutes; B. Approval of January 2021 Revenue and Expense Report; A motion was made by Boardmember Little seconded by Boardmember Ellsworth approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
  - A. Review and Approve Iron Fence Proposal for the Rockville Cemetery – Boardmembers reviewed fence proposals received from Morgan Fence Co., Inc.: \$63,995.00 and Hines Custom Fence & Iron: \$59,353.00. Proposals do not include automatic gates. A motion was made by Boardmember Ellsworth seconded by Boardmember Engell approving the proposal from Hines Custom Fence & Iron in the amount of \$59,353.00 for the iron fence at Rockville Cemetery. The motion passed unanimously.
  - B. Discuss Interaction of the Board with Employees - Chairman Kilmer reminded Boardmembers that their position as Boardmembers is to set policy. The General Manager and Maintenance Supervisor are who give employees direction. – No Action
7. **UNFINISHED BUSINESS**
  - A. Future Projects and Development
    1. One to Five Year Project Plans – Chairman Kilmer stated that we are working on securing the New Administration Building by installing fencing. General Manager Goodrich reported that she has a meeting with LEES & Associates to discuss the development of the 35 acres adjacent to the One Lake Development.
    2. New Office Building – General Manager Goodrich stated that Architect Rob Henley notified her that the contractor is setting up final inspections. Chairman Kilmer added that we need to set up a walkthrough of the New Administration Building to identify punch list items that need to be addressed. Chairman Kilmer stated that Architect Rob Henley can meet with the Building and Projects Committee to do an audit of the change orders. General Manager Goodrich added that Architect Rob Henley stated that the district would be compensated for design flaws. A special board meeting was scheduled for Thursday Feb. 11<sup>th</sup>, 2021 at 9:30 to do a walkthrough of the New Administration Building.
8. **COMMITTEE REPORTS**
  - A. Finance Committee – Chairman Kilmer stated that he will be meeting with Boardmember Little and General Manager Goodrich to start working on the 2021-2022 budget.
  - B. Building and Projects Committee – Boardmember Robinson reported that the Building and Projects Committee will be meeting with Architect Rob Henley to do an audit of the change orders for the New Administration Building.

**9. STAFF REPORTS**

General Manager Goodrich reported that she will be hiring a new Maintenance Supervisor. General Manager Goodrich announced that she will be retiring in July of 2021.

**10. TRUSTEE REPORT**

Chairman Kilmer appointed Boardmembers Engell and Robinson as the hiring committee to assist in the selection of a candidate for the General Manager position. Chairman Kilmer announced he will be resigning in August of 2021.

**11. ADJOURNMENT**

The meeting adjourned at 10:00 a.m. The next meeting will be March 8, 2021.

Respectfully submitted

James Robinson, Secretary  
By Dolores Hernandez