

Solano Cemetery District  
Board of Trustees Meeting  
February 11, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on February 11, 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. Boardmember Little Absent/excused.  
**STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Sean Dooley
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Engell led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of January 13, 2020 Meeting Minutes ; B. Approval of January 2020 Revenue and Expense Report; Review of Budget Status, Trial Balance and Endowment Fund Reports. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the Consent Calendar as received. The motion passed unanimously; Boardmember Little absent/excused.
6. **New Business**
  - A. Review Investment Transfer Report of Wells Fargo Reserve Funds and Endowment Funds to Stifel - General Manager Goodrich stated that this matter is for Board review and noted that there were two Citi Bank investments waiting for transfer in the amount of \$25,000.00 each.
  - B. Review Employee Benefits - Leave Contribution Program - General Manager Goodrich reported that this is for Board review. Boardmembers discussed abuse of leave; General Manager Goodrich explained how the sick leave policy applied to abuse of sick leave. She noted that the original policy was taken from the County's policy.
  - C. CSDA Board of Directors Call for Nominations Seat C - the Board had no recommendations.
7. **Unfinished Business**
  - A. Future Projects and Development
    1. One- to five-year Project Plans - General Manager Goodrich stated that we have a 24 x 36" topography map for the new north east cemetery. Discussion of the naming of the new cemetery will be included on next month's agenda . Chairman Kilmer stated that over the next year he would like to discuss the use of artificial turf in occupied sections of the District cemeteries. Maintenance Supervisor Dooley reported that Rob Henley is looking into the retention basin matter. General Manager Goodrich addressed the columbarium at Rockville and stated that we are out of niches and are looking at design. Chairman Kilmer suggested getting a cost estimate so we will have the information for the budget.
    2. New Office Building - Maintenance Supervisor Dooley reported that the utilities were started today. The weekly meeting is today at 10:30.
8. **Committee Reports**
  - A. Finance Committee - No report.
  - B. Building and Projects Committee- Maintenance Supervisor Dooley reported that Architect Rob Henley is looking into options for the access gate for Jim Parr. The Suisun/Fairfield gate will be very costly to fix. Maintenance Supervisor Dooley explained the power system and how it would work. He stated that they tried to get estimates but most contractors would not provide an estimate due to having to go through the

cemetery. Chairman Kilmer suggested going to the City of Fairfield Public Works Department for the electrical. Maintenance Supervisor Dooley further reported that the sprinkler box at Suisun/Fairfield was replaced. He addressed the water-drainage system at Suisun/Fairfield Cemetery. General Manager Goodrich reported that the Kiosk will be placed on the wall at the entry way to the new building.

**9. Staff Reports**

General Manager Goodrich reported that she, Teri Carlson and Sean Dooley would be attending the SDR Board meeting on March 24, 8:00 a.m. to 3:45 p.m. in Sacramento. She would like a Boardmember to attend. Boardmembers will let her know.

**10. Trustee Report**

Chairman Kilmer addressed the consolidation of Districts. It was agreed that more information was needed.

**11. Adjournment**

The meeting adjourned at 9:43 a.m. The next meeting will be March 9, 2020 at Rockville Cemetery.

Respectfully Submitted,

Mary Ellsworth  
Secretary