

Solano Cemetery District
Board of Trustees Meeting
February 13, 2018

The Board of Trustees of the Solano Cemetery District met in regular session on February 13, 2018 at the Suisun Fairfield, Cemetery.

1. **CALL TO ORDER** - Vice Chairman Robinson called the meeting to order at 9:03 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Board Member Ashley lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Vice Chairman Robinson, Boardmembers Ashley, Ellsworth, Engell, Little **TRUSTEES ABSENT:** Chairman Kilmer **STAFF PRESENT:** General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley
4. **PUBLIC COMMENT** - Esther Pryor, Rockville Home Owners Association, addressed the Board regarding the proposal concerning the placement of the sewer line and the housing development that is being proposed in the area. She asked for the Districts support and advised them of a meeting to be held on February 19 at the Fairfield Sewer District Office, 1010 Chadbourne Road, Fairfield at which time they will be voting on the matter.
5. **APPROVAL OF CONSENT CALENDAR:** Approval of January 8, 2018 meeting minutes; Approval of January 2018 Revenue and Expense Report; Review of January 2018 Monthly Reports - Budget status, Trial Balance, Endowment Care; Review of Wells Fargo Investment Reports - Reserve and Endowment Accounts. Boardmember Ashley motioned to approve the Consent Calendar as received. Seconded by Boardmember Ellsworth. The motion passed unanimously, Chairman Kilmer absent/excused.
6. **UNFNISHED BUSINESS:**
 - A. Jim Parr for Five Year Extension of Lease - General Manager Goodrich reported that the new lease is nearly completed. Staff will be meeting with the County and the Sewer Engineer next week.
 - B. Future Projects and Development -
 1. New Administration Building - Vice Chairman Robinson reported that the SCD Building/Projects Committee met with Rob Henley of A2R Architects on January 11, 2018. Attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Boardmembers Wayne Engell and Jim Robinson. The topics discussed were the bid documents, bonding and insurance requirements, time frame for breaking ground and it was agreed that a confirmation from John Crossley that he can remove the old agriculture building in a timely fashion was needed, otherwise the demolition job will be handled by the general contractor. The new metal building should be completed by the end of January; the demolition should be completed by the end of February. Other topics included County Hazmat requirements and using Cal, Inc., to do the job at a cost of \$700 to \$800. utilities; scope of project for contractor; location of septic system; working drawings for the demolition; fencing around site; security measures (such as keeping the gates closed). The drainage problem and the SID issue will be integrated into the building project-- Karn Engineering has talked to the County and will write an opinion for the attorney on this matter. The size of the waste container(s) for the covered enclosure which will be located on the west side of the building facing west with an apron for the truck, will be addressed.

SCD Building/Projects Committee met with Rob Henley of A2R Architects on January 25, 2018. Attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Boardmembers Wayne Engell and Jim Robinson and Interior Designer Donna Lucchio. The topics discussed were Social Hall design which will include windows, skylight, acoustical tile and a soffit, concern about chair damage to the walls and

the use of a chair rail or wainscoting; the cost for material and labor costs for wainscoting will be determined; the kitchen pass-through (which will not be needed); LED lighting for the hall, updated electrical plans will be provided. Furniture for the project was discussed and Mr. Lucchio suggested allowing her to provide first round pricing and procurement help noting that retail pricing is expensive and she has sources that offer discounts.

The Committee met with Jim Campi of Campi Engineering and Civil Engineer Robert Karn to discuss a septic system and control of storm water for the project. It was determined that the system will need 16,000 square feet in two 8,000 square foot parcels for septic and leach bed. Possible locations were explored with consideration of minimum effect on District property--the preferred area for the septic system is the east side of the building. Another option would be a holding tank that would require pumping. A retention basin with natural filtration for storm water was also considered. Soil samples are needed.

Trustee Engell raised a question about the term "Social Hall" being used and suggested the term "Reception area".

Maintenance Supervisor Dooley reported on his meeting with Jim Campi, Campi Engineering, on Thursday. Mr. Campi took soil samples and also did a survey of the property next door. Maintenance Supervisor Dooley explained the location of the septic area. He stated it is being designed for the north end of the District's property and will meet County regulations. The two inch line to move the sewage should not be a big expense. This project is within our budget and the project should be good for many years. The one-half acre of Mr. Parr's property will be septic. He is meeting with Mr. Campi again this week.

Mr. Dooley addressed the metal building stating that it is complete and they are in the process of finalizing. We need to decide if we are going to move forward with John's Hauling to remove debris. Boardmember Engell addressed the removing of debris questioning how long it will take. After a discussion it was agreed that the Committee and Maintenance Supervisor will monitor and will get an exact time frame for the removal and a definite end date.

It was agreed that the official name of the room referred to as the "social" hall will be called Reception Hall.

7. NEW BUSINESS

A. Review Revisions to Policy 6000.3 Marker Requirements for Section A-D and J-M - Boardmember Ashley motioned, Boardmember Engell seconded a motion approving the adoption of the revision to Policy 6000.3 Marker Requirements for Sections A-D and J-M. The motion passed unanimously, Chairman Kilmer absent/excused.

B. Review and Adopt Revision to Policy 6000.3A - A motion was made by Boardmember Little, seconded by Boardmember Ashley adopting the revision to Policy 6000.3A Marker Setting Requirements Section A-D and J-M Flat Markers. The motion passed unanimously, Chairman Kilmer absent/excused.

C. Review and Adopt Revision to Policy 6000.4 Marker Setting Requirements I.O.O.F., Methodist, Masonic, Bryan Sections. A motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the revision to Policy 6000.4 Marker Setting Requirements I.O.O.F., Methodist, Masonic, Bryan Sections. The motion passed unanimously, Chairman Kilmer absent/excused.

D. Review and Adopt Policy 6000.4A - A motion was made by Boardmember Ashley, seconded by Boardmember Engell adopting revisions to Policy 6000.4A. The motion passed unanimously Chairman Kilmer absent/excused.

8. COMMITTEE REPORTS

- A. Finance Committee - No report.
- B. Building and Projects Committee - No report.

9. STAFF REPORTS

General Manager Goodrich addressed the article in the Daily Republic recently concerning the proposed sewer line. She stated that her statement to the paper was that the District is neutral. She asked Rob Henley, Architect, to develop a statement for the public.

Maintenance Supervisor Dooley reported that he and General Manager Goodrich, Rob Henley, A2R Architects, Tony Perfetto, Bob Karn (Robert Karn & Associates) attended a meeting with SID regarding the drainage problem. SID representatives agreed that to work with the District to find a solution to fix the problem.

10. TRUSTEE REPORT

Boardmember Ashley reported briefly on her trip to Thailand; Boardmember Little stated that she and Boardmember Ellsworth would be driving to the Conference in San Luis Obispo. Vice Chairman Robinson stated that he filed his form 700.

11. ADJOURNMENT

The meeting adjourned at 10:10 a.m. The next meeting will be March 12, 2018 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary

