

Solano Cemetery District
Board of Trustees Meeting
February 13, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on February 13, 2019 at the Suisun Fairfield 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, Maintenance Supervisor Sean Dooley
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Boardmember Little led the flag salute.
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of January 14, 2019 meeting Minutes; Approval of January 2019 Revenue and Expense Report. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell, approving the Consent Calendar as received. The motion passed unanimously.

6. **UNFINISHED BUSINESS**

A. Future Projects and Development - Moving the design and construct a columbarium at Rockville from the 2 year plan was discussed. The Board agreed to leave it as is and consider it at a later date. 1. New Administration Building - General Manager Goodrich reported that the demolition is scheduled for March. The landscaping, etc., between Section F and the new building needs to be completed. Maintenance Supervisor Dooley suggested asking Jim Claybaugh for an estimate for the expansion of the landscaping. Irrigation will be needed which is not included in the cost of the landscaping in this area. Chairman Kilmer asked that the landscaping be included as part of the building. General Manager Goodrich stated that there is enough money in the capital improvement fund that can be used rather than adding it to the building. It was reported that there are five rows left in Section E so we shouldn't need to use Section F for approximately two years. The Solano Irrigation District (SID) drainage issue was discussed and General Manager Goodrich will call today to check on the progress. The building should be ready to go to bid in March. Chairman Kilmer stated that at the next Board meeting he would like an update from Rob Henley, Architect, noting that we need a time line from him. He would like to see the project finished by the first of next year.

7. **NEW BUSINESS**

A. Special Districts Risk Management Authority Notification of Nominations - 2019 Election - The information was received; no action was taken.

B. Review Cooperative Agreement Between the Cemetery District and the City of Fairfield Regarding the Train Station Specific Plan - General Manager Goodrich will notify the County of the change of name of the cemetery to Solano Cemetery District. Chairman Kilmer stated that we need to let the County know what we want regarding the General Plan; i.e., the entrance, boundaries and where the utilities will be located.

C. Review District By Laws - The Bylaws were reviewed and the following changes were made: Page 1, B. Organization, 1. Board of Trustees, change seven (7) to Five (5) members; Page 5, Item 5. change seven (7) members to five (5); and four (4) members to three (3). Page 6, Item 13. eliminate "Operations

Manager. General Manager Goodrich will do further research on Page 8, Item 5, change Board "Compensation" to Board "Salary", and Item 5.B. "Trustee may choose to participate in the District paid dental or vision service plan program available through the Solano County Department of Human Resources." This matter will be brought back to the Board at the next meeting.

8. COMMITTEE REPORTS

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

9. STAFF REPORTS

General Manager Goodrich reported that the audit is beginning. We will continue to have audits annually until the loan is paid off.

10. TRUSTEE REPORT

Boardmember Ellsworth reported that she received a compliment for General Manager Goodrich regarding her help with someone doing research.

11. ADJOURNMENT

The meeting adjourned at 10:04 a.m. The next meeting will be March 11, 2019. Chairman Kilmer announced that he will not be attending that meeting.

Respectfully submitted,

Mary Ellsworth,
Secretary