

Solano Cemetery District  
Board of Trustees Meeting  
February 14, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on February 14, 2017 at the Rockville Cemetery.

Chairman Kilmer called the meeting to order at 9:00 a.m. and called on Board Member Robinson to lead the flag salute.

**TRUSTEES PRESENT:** Chairman Kilmer, Board Member Robinson, Board Member Ashley, Board Member Ellsworth, Board Member Engell, Board Member Little

**ABSENT:** None

**STAFF PRESENT:** General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley

**COMMENTS FROM THE FLOOR:** None

**CONSENT CALENDAR:** Board Member Ellsworth motioned to approve the Consent Calendar as presented. Board Member Ashley seconded the motion. The motion passed unanimously,

**UNFINISHED BUSINESS:**

A. Future Projects and Development - Updates -Board Member Robinson reported that the Solano Cemetery District Building/Projects Committee met two times in January. Attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Trustees Wayne Engell and Jim Robinson. The Committee met with Jim Parr, Lessee of cemetery property to explain the decision by the Board to build an administration building. Mr. Parr expressed concern about the large metal structure being demolished and it was suggested with Board approval, the District could build a structure for Mr. Parr's use. In the future this structure would be used for District equipment and material storage.

The Committee met with Rob Henley of A2R Architects on January 26. They discussed the survey from Robert Karn, the placement of the power line and police/fire access, an updated floor plan, the walkway around the building; seating capacity in the hall, Jim Parr's accommodation for his moving from the large metal building. Mr. Henley will meet with the County planners. It was suggested that Jim Claybaugh be asked to provide an estimate for landscaping. The Committee met with Mr. Henley again on February 2. At that meeting the site plan was delineated and a reconfigured floor plan with more space in the hall was presented. Materials to be used for the structure were also discussed. A cost estimate will be part of a presentation by Mr. Henley at the April Board meeting.

Further, Sean Dooley discussed the serious water saturation problem the District is experiencing, particularly in Section E. This would require altering the Master Plan. It is suggested that Section F be opened first.

In response to a question of Board Member Little, General Manager Goodrich explained that a new building would be for the future. We will be taking the building from Mr. Parr three years early; however, this will be a benefit to both Mr. Parr and the District.

Chairman Kilmer stated that he is not in favor of putting up a building at this time. He questioned why a shop at that end of the cemetery would be needed and whose responsibility would it be. Maintenance Supervisor Dooley explained the uses of the building at this time. Chairman Kilmer asked the Committee to be sure to look at all the options, including the financing.

Maintenance Supervisor Dooley reported that on the future development and projects noting that under the one-year plan, the footings are poured for the retaining wall at Suisun Fairfield Cemetery.

B. Update on Mapping Project at Suisun Fairfield Cemetery - General Manager Goodrich reported that another two plots have been sold and there are now 282 plots for sale.

C. Approve Estimate for Removal and Maintenance of Eucalyptus Trees at the Suisun Fairfield Cemetery - Maintenance Supervisor Dooley explained the difference in the estimates for this project. Board Member Engell motioned to accept the proposal of Atlas Tree and Landscaping in the amount of \$162,120.00 for removal and maintenance of Eucalyptus trees at the Suisun Fairfield Cemetery. The motion was seconded by Board Member Ashley. The motion passed unanimously.

D. Update on Section F - Maintenance Supervisor Dooley reported that there is water in Section F and explained the problem associated with this. The irrigation system will not interfere with any burials. There is no 110 electrical. The only thing needed to open Section F is 80 feet of sidewalk, four feet east to west He will need to add drainage in Section F then it can be opened for sale. He will be meeting with a landscape company and will ask about connecting drainage to Section E. He explained the drainage problem in E & F and the solution for correcting it. There are 25-35 graves and 15-25 pre-need. He would like to sell the first three rows in Section F and not sell pre-need graves. Chairman Kilmer asked how many pre-need and graves have been sold in the first three rows; can we move those graves. He suggested asking the owners of the graves if they will move. He does not think we should sell pre-needs.

General Manager Goodrich stated there is a disclaimer. She will look into an inclement weather policy. Chairman Kilmer asked if all nine rows can be used. He would prefer taking care of the drainage before opening Section F. General Manager Goodrich stated we cannot bury in Section E as it stands today. Board Member Engell recommended opening Sections F & E at the same time and have a hydrologist, etc., examine and correct the problem. General Manager Goodrich stated there are people who can help with this; however, it is expensive. It would cost \$18,000 to install sidewalk. He does not know the cost to have plans drawn for the irrigation and plots,

E. Update on Automatic Gate - Maintenance Supervisor Dooley reported that he met with Ryeff Electric. The cheapest would be putting in a power pole next to the gate. However, the solar system we have in place is more than enough to operate the gate twice a day and the camera. He needs to determine what it would cost to replace the gate system and consider a solar upgrade at the same time.

## **7. NEW BUSINESS**

A. Approve Resolution 17-0001 to Request the Board of Supervisors to Decrease the Number of Trustees from (7) seven to (5) five - General Manager Goodrich read Section 9025 from the Health and Safety Code concerning the reduction of Board Members. Board Member Ashley motioned to approve Resolution 17-0001 to Request the Board of Supervisors to Decrease the Number of Trustees from (7) seven to (5) five. The motion was seconded by Board Member Little. The motion passed unanimously.

B. Approve Appropriation Transfer from the Fund Balance to Expense Funds for installation of the final phase of the Retaining Wall at Suisun Fairfield Cemetery and for the Preliminary Site Plan and Architectural Design of a New Administration Building at the Rockville Cemetery - Board Member Ellsworth motioned the approval of transfer of \$224,000.00 from the Fund Balance to Expense Funds for installation of the final phase of the Retaining Wall at Suisun Fairfield Cemetery and for the Preliminary Site Plan and Architectural Design of a New Administration Building at the Rockville Cemetery. Board Member Engell seconded the motion. The motion was approved unanimously.

C. Approval to sell or dispose of the Ford Riding Lawn Mower at Rockville. Board Member Ellsworth motioned to approve to sell or dispose of the Ford Lawn Mower at Rockville. Board Member Ashley seconded the motion. The motion was approved unanimously.

## **8. COMMITTEE REPORTS**

A. Finance Committee - No Report.

B. Building and Projects Committee - Board Member Robinson stated that the Committee will talk to Rob Henley about the train station property.

## **9. STAFF REPORTS**

General Manager Goodrich reported she was informed by Dave Feinstein, City Planner, that the restricting of up-right markers was rescinded in 1999, Ordinance 99-5. The Mason's have a new person in charge. They will meet with the District staff at a later date.

Maintenance Supervisor Dooley reported that he and John Nelson repaired major leaks in the old section at Rockville. He met with someone about the irrigation system. During the stormy weather, the maintenance crew was able to do major "housekeeping" in the shops. He also reported that the signage is being replaced for the name change.

## **10. TRUSTEE REPORT**

Chairman Kilmer asked that the next agenda include looking at the confined space requirements.

## **11. ADJOURNMENT**

Hearing no further business, the meeting was adjourned at 10:14 a.m. The next meeting will be held on March 13, 2017.

Respectfully submitted

Mary Ellsworth  
Secretary