

Solano Cemetery District
Board of Trustees Meeting
March 11, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on March 11, 2019 at the Rockville Cemetery.

1. **CALL TO ORDER** - Vice Chairman Jim Robinson called the meeting to order at 9:00 a.m.

2. **ROLL CALL: TRUSTEES PRESENT:** Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little. **TRUSTEES EXCUSED:** Chairman Kilmer

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. **APPROVAL OF CONSENT CALENDAR:** Approval of February 13, 2019 meeting Minutes; Approval of February 13, 2019 Revenue and Expense Report; Review of Budget Status, Trial Balance and Endowment Reports. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the Consent Calendar as received. The motion passed unanimously.

6. **UNFINISHED BUSINESS**

A. Future Projects and Development - 1. New Administration Building - Maintenance Supervisor Dooley reported that at the request of Chairman Kilmer, regarding a time line for the new building, Rob Henley will be present at the next Board meeting with an updated time line. Maintenance Supervisor Dooley also reported that the demolition work has been delayed due to the weather. Vice Chairman Robinson stated that he emailed Mr. Henley the concerns expressed by the Board regarding the flooring in the entry hall.

B. Discuss District By Laws Section D - 5 (C) Board Compensation - General Manager Goodrich stated that Government Code 53295 allows board members and eligible dependents to have benefits. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell to revise the District bylaws to include "employees and eligible dependents are eligible for District paid vision and dental insurance." The motion passed unanimously.

7. **NEW BUSINESS**

A. None

8. **COMMITTEE REPORTS**

A. Finance Committee - No report.

B. Building and Projects Committee - Boardmember Engell reported that while at the conference, he talked to Karen O'Neil, Attorney, regarding the District's request for emails, etc., concerning the proposed new administration building; she said that the District needs to refer to the Public Records Act which addresses charging for emails, copying, etc. General Manager stated that we have a policy in place, and we can charge for this.

9. **STAFF REPORTS**

Maintenance Supervisor Dooley stated that he will be in contact with Rob Henley this week to confirm where we stand.

General Manager Goodrich recommended that carpet be installed in the main floor of the reception hall of the new administration building instead of tile. She went on to report on the following matters addressed at

the Conference: The ADA requirement for the websites is a challenge for most Districts. She will be in contact with some of the Cemetery Managers to share resources as they explore the transparency requirements for our web sites. AB 1825 Harassment Prevention Training was expanded in 2019 to add one hour training for all employees. Our District already provides group session training as well as an online training through SDRMA sponsored safety training program. A statewide water tax was proposed by the Governor to include in his budget that will go into effect July 1, 2019. The burden of the tax will be placed on local agencies. CSDA and CAPC are closely monitoring the water tax process. It has not been announced how it will be calculated and collected.

Maintenance Supervisor Dooley noted that the grass at Suisun-Fairfield Cemetery will soon need to be mowed and this will be done as soon as the weather permits.

10. TRUSTEE REPORT

Trustee Engell reported that he enjoyed the conference. Vice Chairman Robinson reported on the CAPC Annual Conference held at the Embassy Suites Hotel, Monterey Bay, March 7-9, 2019: The featured Cemetery was Galt-Arno Cemetery District; the lectures including Avoiding Employee Lawsuits presented by Mark R. Valasquez, Esq., Best Best & Krieger, LLP; Workplace Violence: What to look for and having a plan of action presented by Damon Wasson, Deputy Chief of Policy, City of Soledad; Harassment Prevention Training presented by Dennis Timoney, Chief Risk Officer, SDRMA; Group Discussion session facilitated by Tim Underdown, Trustee, Elsinore Valley Cemetery District; Governing the Unruly - How to respond to complaints from the public presented by Karen O'Neil of Kirk & Simas. Legislative update presented by CAPC's Legislative Committee. The conference also included the Annual Meeting/Board of Directors Election and Board of Directors Meeting/Election of Officers and Annual Awards Dinner.

11. ADJOURNMENT

The meeting adjourned at 9:30 a.m. The next meeting will be held on April 8, 2019 at the Suisun-Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary