

Solano Cemetery District
Board of Trustees Meeting
March 13, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on March 13, 2017 at the Suisun Fairfield Cemetery.

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

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

ABSENT: Board Member Ashley,

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 Engell seconded the motion. The motion passed unanimously,

UNFINISHED BUSINESS:

A. Future Projects and Development - Updates - Chairman Kilmer stated that he believes the projects need to be considered with the budget and reprioritized noting that there may not be funds to pay for some of the items in the one-year plan. The following projects were moved from the one-year plan to next year: Construction of District Administration Building (RC), landscape design to develop land next to the columbarium (SFC), beautification of the grounds (SFC), develop and open Section F (RC).

Chairman Kilmer noted that it appears there is no cap on the drainage pipe which could allow water to run into the – adjacent property. He asked that this be taken care of. Maintenance Supervisor Dooley explained the procedure stating that it will not spill water into the adjacent property. Chairman Kilmer referred to the flood plan stating that we have to make sure we are draining water properly and asked Maintenance Supervisor Dooley to get documentation.

New Administration Building - Planning and Design Update - Board Member Robinson reported that the Solano Cemetery District Building/Projects Committee met on February 22, 2017. In addition to the Committee members, Rob Henley of A2R Architects also attended. The Committee requested Mr. Henley make arrangements with Robert Karn & Associates to survey the Canon Station property in preparation for the creation of a master plan. Mr. Henley reported that he received an email from the Department of Resources and they have no issues with the project. Other agencies approving the process was discussed. The removal of the metal agriculture building will be integrated with Jim Parr's move. Maintenance Supervisor Dooley suggested using two containers with space between, covered by a roof that could be modified to accommodate office space, but could be removed if the District's needs dictate. The new flagpole location, size and lighting and the type of roof was discussed. A2R will provide samples of materials and Mr. Henley will be working on the budget, schedule, etc. Mr. Henley will make a power point presentation at the Board meeting on April 10th.

Board Member Little asked who would buy the containers. Maintenance Supervisor Dooley stated that Jim Parr will develop what will fit his needs and will let us know. The containers are \$4,000 each. He suggested that the Building Committee meet with Mr. Parr. There was discussion about who should be negotiating with Mr. Parr.

Chairman Kilmer asked Maintenance Supervisor Dooley to look at proposals of what he thinks Mr. Parr needs. This will be discussed at the meeting on April 10th.

B. Update on Mapping Project at Suisun Fairfield Cemetery - General Manager Goodrich reported that as of March 7, plots 2-13 have been verified in the Masonic section. There are 281 available plots for sale. Chairman Kilmer asked if we need to continue with this project or could this be done on an "as needed" basis, stating that verifying all of the list will take a lot of staff time. He suggested doing an inventory of 10-12 graves and when some of these graves are sold, verify more. He does not think the pathways should be included. We want to know what spaces are available for burial, and the Masons' should know what we have available. Further, we need to get away from burying over water lines. He suggested making a list that does not show pathways and using it. Chairman Kilmer asked that we schedule a special meeting with the attorney to discuss this.

7. NEW BUSINESS

A. CSDA Board of Directors Call for Nominations for Seat C and to fill the vacancy of Seat A which expires 2018 - No action taken on this matter.

B. Review and Revision of Safety Program v. Code of Safe Practices and Operating Procedures (I)
Opening and Closing Graves - Maintenance Supervisor Dooley explained OSHA's requirements and stated that we have met the requirements. After some discussion it was agreed that we would use the OSHA Safety Rules. Staff was asked to bring it back to the Board for final review.

C. Discuss Financing for the Administration Building Project - Chairman Kilmer stated that he wants to move forward with the project but does not want to deplete our reserves. He suggested financing this project noting the possibility of an interest rate between one and three percent. We could finance half and not use all of the reserves. Staff will get more information from CSDA and bring it back to the Board.

8. COMMITTEE REPORTS

A. Finance Committee - Chairman Kilmer asked that the Finance Committee meet the end of March to discuss the budget. He noted that with the downsizing of the Board, the Committees will be reduced to two people to avoid a quorum.

B. Building and Projects Committee - No report

9. Staff Reports - General Manager Goodrich reported that she received notification that the mail was stolen out of the box. It was agreed that a new mail box should be purchased and staff was requested to get information from the Post Office on a new mail receptacle with a lock that could possibly accommodate three businesses. General Manager Goodrich further reported that the current water bill was \$68.10. She enjoyed the CAPC conference very much and was honored to receive the State of California Cemeterian of the Year Award.

Maintenance Supervisor Dooley reported the following: the changes to the signs have been completed at both cemeteries and on the vehicles; the retaining wall is completed; the number of permanent graves in Section E is 21, pre-need paid burials 30. Six graves that are pre-need have families buried there. Two people were buried in the fourth row in Section E. The removal of the Eucalyptus trees begins Monday, March 20. Notices will be sent to the residents involved. He will meet with Jim Claybaugh regarding drainage and sidewalks at Rockville as well as drainage at Suisun Fairfield to see if he can do both Section F and the upright section next to the columbarium at Suisun Fairfield, and obtain an estimate for a pick-up of the concrete. He also needs an estimate for the erosion problem.

10. Trustee Reports - Board Member Little stated that she enjoyed the conference very much. Board Member Engell called attention to the Mission Statement and noted that the name should be changed to Solano Cemetery District. Board Member Robinson provided the following highlights from the CAPC Annual Conference which included AB1825 Harassment Prevention Training, Combined Sessions with Trustees, Managers and Secretaries, Legislative Update, Annual Board of Directors meeting, and the Annual Awards Dinner at which General Manager Goodrich received the Cemeterian of the Year Award.

Chairman Kilmer addressed the District's buy back and cash policies, impact fees and trustee travel policy, liability of head stone repairs, and recycled water program and asked that these matters be agendized for the next meeting. He also addressed texting and separate email accounts for Board members and employees.

11. Adjournment - The meeting adjourned at 10:35 a.m. The next meeting will be April 10, 2017 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary

