

Solano Cemetery District
Board of Trustees Meeting
March 8, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on March 8, 2021, at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
2. Introduction of New Board Member Gary Falati and New Maintenance Supervisor Domingo Morales
3. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Boardmember Engell led the flag salute.
4. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Boardmembers Engell, Robinson, Little, Falati

STAFF PRESENT: General Manager Goodrich, Administrative Assistant Hernandez
5. **PUBLIC COMMENT** – Anastasia Kalis Miner read a letter on behalf of her brother George Russell Kalis regarding the incorrect location of their parent’s gravesite.
6. **UNFINISHED BUSINESS**
 - A. Future Projects and Development
 1. One to Five Year Project Plans – Chairman Kilmer provided an overview of the 1 to 5 Year Plans to bring new Boardmember Falati up to date on future development and projects.
 - a. Zoom introduction to Erik Lees of Lees & Associates. Mr. Lees explained that his firm provides cemetery planning and design services such as suitability studies, bylaws, standard operating procedures, recruitment, marketing and business planning. Mr. Lees stated that a geotechnical report would be imperative to determine the stability of the soil of the future cemetery on the 35 acres adjacent to the One Lake Development. Mr. Lees stated that he would provide a proposal for a suitability study for the Boardmembers and General Manager Goodrich to review.
 2. New Office Building – General Manager Goodrich stated that the contractors have been working on punch list items. Chairman Kilmer stated that the asphalt did not pass inspection so some areas of the parking lot had to be redone. Chairman Kilmer stated that the furniture for the new building is on hold awaiting completion of punch list items.
7. **CONSENT CALENDAR** A. Approval of February 8, 2021 Meeting Minutes; B. Approval of February 11, 2021 Meeting Minutes; C. Approval of February 2021 Revenue and Expense Report; D. Review of Budget Status, Trial Balance and Endowment Fund Reports; A motion was made by Boardmember Little seconded by Boardmember Robinson approving the Consent Calendar as received. The motion passed unanimously.
8. **NEW BUSINESS**
 - A. Amendment of the New Trustee Appointment Checklist Policy to assign Policy #1012 for organization in the Policy Manual – A motion was made by Boardmember Falati seconded by Boardmember Little approving the amendment of the New Trustee Appointment Checklist Policy to assign Policy #1012 for organization in the Policy Manual. The motion passed unanimously
9. **COMMITTEE REPORTS**
 - A. Finance Committee – Chairman Kilmer stated that he will be meeting with Boardmember Little and General Manager Goodrich to start working on the 2021-2022 budget sometime in April.

B. Building and Projects Committee – General Manager Goodrich stated that the Building and Projects Committee will be meeting with Architect Rob Henley on March 2nd at 9 a.m. to do an audit of the change orders for the New Administration Building.

C. Personnel Committee – Boardmember Engell will be stepping down from the Personnel Committee to allow Boardmember Falati to be on the Committee to search for a candidate for the General Manager position for the district.

STAFF REPORTS

New Maintenance Supervisor Domingo Morales introduced himself to the Boardmembers and gave a brief description of his employment background and experience.

10. TRUSTEE REPORT - None

11. ADJOURNMENT

The meeting adjourned at 10:20 a.m. The next meeting will be April 12, 2021.

Respectfully submitted

James Robinson, Secretary
By Dolores Hernandez