

Solano Cemetery District
Board of Trustees Meeting
April 10, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on April 10, 2017 at the Rockville Cemetery.

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

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

ABSENT: Board Member Ellsworth

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

OTHERS PRESENT: Rob Henley, A2R Architect

APPROVAL OF MARCH 13, 2017 MINUTES – Board Member Ashley motioned to approve the March 13, 2017 minutes. Seconded by Board Member Engell. The motion passed. (5) Ayes (1) Absent

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

A. Future Projects and Development - Updates –

New Administration Building – Rob Henley, A2R Architects presented planning, design and a forecasted budget cost for the new Administration Building. The Board discussed the building location, design and public use of the assembly hall. Board Member Engell motioned to continue with the planning and design stage of the project schedule. Seconded by Board Member Ashley. The motion passed (4) Ayes (1) No – Board Member Kilmer (1) Absent

B. Financing for New Administration Building Project – Board Members discussed reviewing the budget at the next meeting. No action taken.

C. Discuss Proposal from Tenant to Move Office and Storage Location on Leased Property - Supervisor Dooley reported that the Tenant stated he will need at least a 2500 sq. ft. metal building with a concrete floor. The estimated cost is approximately \$ 80,000.00 to \$ 120,000.00. The metal building would be centrally located and could be used in the future to store dry dirt, vaults and additional tables and chairs for the assembly hall. This item was tabled for discussion at a future meeting.

D. Approve Estimate to Remove Deteriorated Asphalt and Install Concrete at the Suisun Fairfield Cemetery Equipment Yard – Board Member Ashley motioned to accept the estimate from Keller Engineering. Seconded by Board Member Little. The motion passed. (5) Ayes (1) Absent.

E. Approve Revision of Safety Program – Safe Practices and Operating Procedures for Opening and Closing Graves – Board Member Little moved to accept the changes to the Safety Program (V) Codes of Safe Practices and Operating Procedures (L) Opening and Closing Graves. Seconded by Board Member Ashley. The motion passed. (5) Ayes (1) Absent.

NEW BUSINESS

A. Approve March 2017 Revenue and Expense Report – Board Member Little moved to accept the March Revenue and Expense Report. Seconded by Board Member Engell. The motion passed. (5) Ayes (1) Absent.

B. Approve Appropriation Transfer of Fund Balance for Removal and Maintenance of Trees – Board Member Little motioned to approve the Transfer of Funds to pay the Tree Service. Seconded by Board Member Engell. The motion passed. (5) Ayes (1) Absent

C. Review Trustee Compensation, Benefits and Reimbursements Policy # 1020 – Board discussed the codes governing reimbursement of paid travel and conference expenses for a board member who does not attend.

Discussed increasing the stipend with the current Consumer Price Index. This item was tabled for further review of the Health and Safety Code.

D. Approve Administrative Assistant Job Description – Board Member Ashley motioned to approve the Administrative Assistant Job Description with a change to list a salary range depending on experience. Seconded by Board Member Engell. The motion passed. (5) Ayes (1) Absent.

E. Discuss and Approve Proposal for a Design Plan and Development of Section F at Rockville Cemetery –The Board reviewed estimates from Keller Engineering and Live Oak Landscaping to install sidewalks at Rockville. Live Oak also included a divider between Section F and the Olive Orchard for weed control, electrical wiring for irrigation and a site map of Section F. The estimate was comparable for the concrete sidewalks. Board Member Ashley motioned to accept the Live Oak Landscaping proposal. Seconded by Board Member Robinson. The motion passed. (4) Ayes (1) No-Board Member Engell (1) Absent

F. Discuss Participation in Special Districts Legislative Days – There was no interest in attending this year.

COMMITTEE REPORTS

A. Finance Committee - Chairman Kilmer reported that he met with General Manager Goodrich to discuss the budget in preparation for a finance committee meeting this month. The proposed budget will be included in the board packets for the meeting in May.

B. Building and Projects Committee – Board Member Robinson submitted a written report on the March 15, 22 and April 5th meetings with Rob Henley. At the March 22 meeting, plans were made to meet with the City of Fairfield to discuss the property offered by the City at the Train Station location.

Staff Reports - Maintenance Supervisor Dooley reported the following: the removal of the Eucalyptus Trees will be completed tomorrow. There was one tree that was not removed because a Hawk's nest was discovered in the tree. Another tree within 200 ft. of the tree with the Hawk's nest was partially trimmed. The Tree Specialist will come back after nesting season to complete the tree maintenance. On May 8th a dead Redwood Tree will be removed at Rockville.

General Manager Goodrich reported that she was interviewed for a newspaper article regarding the district safety concerns that prompted to the removal of the Eucalyptus trees.

Trustee Reports - Board Member Robinson reported on the SDRMA Annual Safety Conference that he attended with Doris Goodrich. There were CSDA legislative updates as well as a presentation by Target Solutions, featuring an online safety training program, a Learn Smart program, and administrative training. Cal-OSHA had a representative Patrick Corcoran. He spoke about an OSHA consultation site to give each district a proactive approach to avoid violations, the right to appeal, new regulations and the penalty structure. Major accidents should be reported to OSHA. There is a publishing site with a variety of information connected with OSHA. Board Member Robinson and General Manager Goodrich attended the SDRMA Supervisor Safety Certification Program. A presentation of an Illness and Injury Prevention Program. Another aspect of the safety program was the paradigm. A system to look at new ways of thinking and positive change.

Chairman Kilmer informed the board that there will be a closed session at the next meeting to discuss legal matters and the Manager's evaluation. He will be sending out some documents to the board members in the next couple of weeks. Chairman Kilmer, Board Member Robinson and General Manager Goodrich met with County Counsel. He is happy with the progress and moving forward. The next meeting will be on May 8th at Suisun Fairfield Cemetery at 9:00 a.m.

Adjournment - The meeting adjourned at 11:06 a.m.

Respectfully submitted,

Acting Secretary, Jim Robinson

By Doris Goodrich

