

Solano Cemetery District  
Board of Trustees Meeting  
April 11, 2022

The Board of Trustees of the Solano Cemetery District met in regular session on April 11, 2022, at the Rockville Cemetery.

1. **CALL TO ORDER** – Chairman Engell called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** – Boardmember Falati led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Vice Chairman Jones, Boardmembers Robinson, and Falati. **ABSENT:** Boardmember Kilmer  
**STAFF PRESENT:** General Manager Love, Administrative Assistant Hernandez  
**PUBLIC PRESENT:** James Pinocchio from Cemetery 360
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of March 14, 2022 Regular Meeting Minutes; B. Approval of March 2022 Revenue and Expense Report; C. Review of Stifel Investments: Endowment Care Income Fund and Reserve Fund; D. Review of FY 2021-2022 Reports: Budget Monthly Status, Trial Balance, and General Ledger. A motion was made by Boardmember Falati, seconded by Boardmember Jones approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
  - A. James Pinocchio – Demo of Cemetery 360 – James Pinocchio demonstrated Cemetery 360 software and offered to reinstate the District’s Cemetery 360 waiving the reactivation fee and perform required updates at no charge. Mr. Pinocchio added that Cemetery 360 integrates with Pontem’s GIS mapping software which the District currently uses. – A motion was made by Boardmember Falati, seconded by Boardmember Robinson to reinstate the District’s Cemetery 360 software. The motion passed unanimously.
  - B. Approve Revision of Policy #6000 to Update Marker Regulations – A motion was made by Boardmember Falati, seconded by Boardmember Jones to approve revisions of Policy #6000 to Update Marker Regulations. The motion passed unanimously.
  - C. Approve Covid Prevention Program – General Manager Love presented the Covid Prevention Program to be implemented as needed based on the CDC’s (Center for Disease Control) requirements and recommendations. Board member Falati made a motion, seconded by Boardmember Jones to approve the Covid Prevention Program. The motion passed unanimously.
  - D. Approve Injury Illness Prevention Program – General Manager Love presented the Injury Illness Prevention Program. A motion was made by Boardmember Falati, seconded by Boardmember Jones to approve the Injury Illness Prevention Program. The motion passed unanimously.
  - E. Approve Revision of Hall Fee Schedule and Rental Requirements – General Manager Love explained that the \$160.00 will be added to the Fee Schedule for the Reception Hall rental to cover the cost of custodial service after each rental. A motion was made by Boardmember Falati, seconded by Boardmember Jones to approve Revision of Hall Fee Schedule and Rental Requirements. The motion passed unanimously.
  - F. Approve Proposal for General Counsel Provided by Mark Velasquez of BB&K – General Manager Love stated that Mark Velasquez serves as General Counsel to numerous public cemetery and fire districts. A motion was made by Boardmember Falati, seconded by Boardmember Robinson. The motion passed unanimously.
7. **UNFINISHED BUSINESS**
  - A. Future Projects and Developments -
    1. One to Five Year Project Plans – No Action

**8. COMMITTEE REPORTS**

A. Finance Committee – Boardmember Jones reported that the Budget Committee is making progress. General Manager Love stated that a first draft of the 2022-23 budget will be available for review by the May 9<sup>th</sup> Board Meeting.

B. Building and Projects Committee – Boardmember Robinson reported that the City of Fairfield is taking an online survey from the public as they plan Matt Garcia Community Park which is adjacent to the future site of Solano Memorial Cemetery. Boardmember Robinson stated that the District should monitor the plan for Matt Garcia Community Park since it will be next to Solano Memorial Cemetery.

**9. STAFF REPORTS** – General Manager Love reported that she has meeting with Rob Henley with A2R Architects identify the cracks in ceiling near the skylights in the Reception Hall. General Manager Love stated that the carpet in the vault room is scheduled to be installed on April 19<sup>th</sup>.

**10. TRUSTEE REPORT** – Boardmember Falati stated that Solano County Board of Supervisors has an ad in the Daily Republic advertising the vacancies on Solano Cemetery District Board of Trustees and Solano County Fair Board of Trustees.

**11. Adjournment**

The meeting adjourned at 10:17 a.m. The next meeting will be May 9, 2022 at 9 a.m.

Respectfully submitted

James Robinson, Secretary  
By Dolores Hernandez