

Solano Cemetery District  
Board of Trustees Meeting  
April 12, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on April 12, 2021, at the Rockville Cemetery.

1. **CALL TO ORDER** – Vice Chairman Wayne Engell called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Boardmember Robinson led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Vice Chairman Engell, Boardmembers Robinson, Jones, Falati Absent: Chairman Kilmer  
  
**STAFF PRESENT:** General Manager Goodrich, Administrative Assistant Hernandez
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of March 8, 2021 Meeting Minutes; B. Approval of March 2021 Revenue and Expense Report; C. Review of Stifel-Endowment Care and Revenue Investments – Month End Report; A motion was made by Boardmember Falati seconded by Boardmember Robinson approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
  - A. Discuss Installation of Gutter/Spouts on the Stone Chapel-General Manager Goodrich introduced Dwight Bowerman from Church of Christ who presented a proposal from Solano Seamless for gutters and down spouts to prevent future water damage on the Stone Chapel. The Board had a concern about how the seamless gutters and downspouts would affect the aesthetics of the building. Mr. Bowerman stated that he would do some research to find different options for gutters and down spouts. – No Action
  - B. Discuss Request from Church of Christ to Rent the Office Building at 4219 Suisun Valley Road-General Manager Goodrich explained that Church of Christ is interested in renting the Office Building at 4219 Suisun Valley Road. Dwight Bowerman from Church of Christ stated that they could just rent a portion of the building so that one of the offices would still be available for District employees. – A motion was made by Boardmember Falati, seconded by Boardmember Jones approving the Church of Christ to Rent the Office Building at 4219 Suisun Valley Road. The motion passed unanimously.
  - C. Discuss Request from the Fairfield Suisun Adult School to Install a Wrought Steel Fencing at the Suisun Fairfield Cemetery. – General Manager Goodrich explained that the Fairfield Suisun Adult School had made a request for the District to install wrought steel fencing between the Fairfield Suisun Adult School and Suisun Fairfield Cemetery to secure both properties. There is currently chain link fencing between the two properties. There were no representatives in attendance from Fairfield Suisun Adult School. – No Action
  - D. Discuss LEES Consulting Services Proposal for Property Suitability Analysis of Future Cemetery – A motion was made by Boardmember Falati, seconded by Boardmember Robinson to accept LEES Consulting Services Proposal in the amount of \$14,250.00 for the Property Suitability Analysis of the Future Cemetery. The motion passed unanimously.
  - E. Nominations for CAPC 2022 Board of directors Election – Deadline to submit nominations is October 31<sup>st</sup> 2021. - No Action
7. **UNFINISHED BUSINESS**
  - A. Future Projects and Development
    1. One to Five Year Project Plans – Boardmember Robinson stated that the one year plan is nearing completion and the next project on the two year plan is design and construct a Columbarium at Rockville Cemetery.

2. New Office Building – New Administration Building is nearing completion. Vice Chairman Engell stated that the District is awaiting the Occupancy Permit. General Manager Goodrich stated that the District received a Certificate of Substantial Completion from Swank Construction. Wrought steel fencing will be installed at the end of April 2021.

**8. COMMITTEE REPORTS**

A. Finance Committee – General Manager Goodrich stated that in May the Finance Committee will meet to discuss the budget.

B. Building and Projects Committee – None

C. Personnel Committee – None

**9. STAFF REPORTS** – General Manager Goodrich informed the Boardmembers that the Boards Webinar attendance saved the District over \$6,000.00 on Property and Liability Insurance premiums.

**10. TRUSTEE REPORT** – Boardmember Robinson reported that he attended Golden State Risk Management Authority and Special Districts Risk Management webinars and they were both very informative.

**11. ADJOURNMENT**

The meeting adjourned at 10:05 a.m. The next meeting will be May 10, 2021.

Respectfully submitted

James Robinson, Secretary  
By Dolores Hernandez