

Solano Cemetery District
Board of Trustees Meeting
April 8, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on April 8, 2019 at the Suisun Fairfield Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.
2. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little.

STAFF PRESENT: General Manager Goodrich, Maintenance Supervisor Sean Dooley

3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of March 11, 2019 meeting Minutes; Approval of March 2019 Revenue and Expense Report. A motion was made by Boardmember Engell, seconded by Boardmember Ellsworth approving the Consent Calendar as received. The motion passed unanimously.

6. **UNFINISHED BUSINESS**

A. Future Projects and Development - 1. New Administration Building - Maintenance Supervisor Dooley reported that Rob Henley, Architect, A2R Architects, will be scheduling a meeting with Jim Campi, Campi Engineering. The demolition started last week and will be completed within three weeks. The concrete should be gone by April 9.

7. **NEW BUSINESS**

A. Approve Keller Engineering & Asphalt Services Inc. Estimate for Asphalt Repairs - Maintenance Supervisor Dooley explained the difference in the two estimates. The \$19,288.60 is a more extensive repair concerning the sink holes in the office parking lot and grinding roots. Chairman Kilmer questioned if this needs to be done. Maintenance Supervisor Dooley replied that according to Mr. Keller this is a danger to employees and the public and should be fixed. He went on to say that grinding the roots should not negatively affect the trees, pursuant to two opinions. Chairman Kilmer noted that it would be approximately 1.5 years before the building is completed, whether we actually need the extra parking in the future and whether it is worth the money. A motion was made by Boardmember Engell, seconded by Boardmember Ellsworth approving the Keller Engineering & Asphalt Services, Inc. estimate for asphalt repairs in the amount of \$19,288.60. The motion passed by a vote of four ayes, one no. Chairman Kilmer voting no.

8. **COMMITTEE REPORTS**

- A. Finance Committee - No report
- B. Building and Projects Committee - No report.

9. **STAFF REPORTS**

General Manager Goodrich reported that she is meeting with the Sheriff's Department today regarding the recent burglary at Rockville Cemetery. She explained the break-in and some of the items that were stolen. Chairman Kilmer stated that there are security issues that need to be addressed and the matter will be placed on the next agenda. General Manager Goodrich reported that the audit will be finalized in May.

10. TRUSTEE REPORT

Chairman Kilmer reported that he attended the SDRMA Conference and took the Safety Education Government Academy class which saves the District money. General Manager Goodrich and Maintenance Supervisor Dooley will be receiving their Safety Specialist Certificate.

11. ADJOURNMENT

The meeting adjourned at 9:22 a.m. The next meeting will be held on May 13, 2019 at the Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary