

Solano Cemetery District
Board of Trustees Meeting
May 8, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on May 8, 2017 at the Suisun Fairfield Cemetery.

Chairman Kilmer called the meeting to order at 9:00 a.m.

Chairman Kilmer called on Board Member Ashley to lead the flag salute.

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

STAFF PRESENT: General Manager Doris Goodrich

APPROVAL OF APRIL 10, 2017 MEETING MINUTES - Board Member Ellsworth motioned to approve the April 10, 2017 minutes. Seconded by Board Member Ashley. The motion passed unanimously.

COMMENTS FROM THE FLOOR: None

UNFINISHED BUSINESS:

A. Future Projects and Development - Updates

New Administration Building - Planning, Design - Staff distributed a drawing of the proposed building. There were no updates.

Discuss Project Budget and Funding Resources - Board Member Little stated that she does not want to raise the price on the graves as a result of this project. She questioned whether the rental of the facility would cover some of the expenses. Board Member Engell asked what the plans were for Jim Parr, noting that he does not want to displace Mr. Parr. Chairman Kilmer stated that this will be discussed at a later date. He stated that we need to get a price on the cost of the metal building and asked the Building and Projects Committee to look into this.

General Manager Goodrich presented the Project Budget and Funding Resources. The total cost of the building is \$5,637,000. Financing through CSDA Financing Corporation terms for 25 years at 3 percent interest is \$211,968 with monthly payments of \$17,664.00; for 30 year financing at 3 percent the annual due would be \$188,400 with a monthly payment of \$15,700.00.

NEW BUSINESS:

A. Approval of April 2017 Revenue and Expense Report - Board Member Ellsworth motioned to approve the April 2017 Revenue and Expense Report. Seconded by Board Member Little. The motion passed unanimously.

B. Adopt FY 2017-2018 Budget - Chairman Kilmer reported that the Finance Committee met and reviewed the budget. Board Member Ellsworth motioned to approve the FY 2017-2018 Budget. Seconded by Board Member Engell. The motion passed unanimously.

C. Discuss Participation in the Public Cemetery Alliance Annual Meeting - After a brief discussion, it was agreed that General Manager Goodrich would make hotel reservations and Board Members would confirm their attendance with her by the next meeting.

COMMITTEE REPORTS

A. Finance Committee - No report.

B. Building and Projects Committee - The Committee will be meeting to discuss future necessities. Board Member Engell reported that Keller Engineering got most of the dirt cleaned up.

STAFF REPORTS

General Manager Goodrich reported that she attended a meeting for the Linear Park Corridor Study. The discussion concerned existing conditions regarding crime and homeless encampments. As a result of the meeting it was agreed to have the trees and bushes in the area around the homeless encampments removed. This will be done in July. She asked that both sides of the linear trail be cleaned. She will be part of the lead team for this project with the City of Fairfield.

The SDRMA Board of Trustees held a workshop for Safety Supervisor training and Board Member Robinson and she received a certificate for attending the training.

TRUSTEE REPORT

Board Member Little reported that a citizen approached her recently about giving graves back to the Cemetery and having to pay a recording fee. The Board agreed that when graves are returned back to the Cemetery the recording fee would be waived.

Chairman Kilmer asked General Manager Goodrich and Maintenance Superintendent Dooley to get a bid on removing three eucalyptus trees and cleaning up the area on the south side. He also asked that staff look into replacing the plastic trash receptacles with metal and installing a cement slab. He would also like the Board Members new email for cemetery business to be in place by June 1.

CLOSED SESSION

The Board convened to closed session at 9:45 a.m. to confer with Legal Counsel on existing litigation pursuant to California Government Code Section 54956.9(d)(1): Suisun Fairfield Rockville Cemetery District v. Fairfield Masonic Temple Association.

RECONVENE

The Closed Session adjourned at 10:03.

REPORT OF ACTION IN CLOSED SESSION

No action was taken.

ADJOURNMENT'

The meeting adjourned at 10:06 a.m. The next meeting will be June 19, 2017 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary