

Solano Cemetery District
Board of Trustees Meeting
May 11, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on May 11, 2020, at the Rockville 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
3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of February 11, 2020 Meeting Minutes ; B. Approval of February, March, April 2020 Revenue and Expense Report; Review of Budget Status, Trial Balance and Endowment Fund Reports. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the Consent Calendar as received. The motion passed unanimously;
6. **New Business**
 - A. Approve Listing of Records to be Destroyed as Indicated in the Records and Retention Policy #5032 - The following records are scheduled to be destroyed: Accounting: Payables: vendor claims, paid invoices, check copies, petty cash records; Banking: First Northern Bank Statements - Solano County Treasurer. Payroll: Payroll reports: Payroll registers, payroll reports ad pay certifications. Authorization forms: Official signing authorizations. District Records: Construction: Construction documents for Fairfield Suisun Cemetery maintenance and operations building (replaced in 2009 by current office building). Correspondence: California 700 forms (former Suisun-Fairfield Cemetery Board), California Special Districts Association correspondence. Chairman Kilmer asked if the items that will be destroyed will be filmed first. General Manager Goodrich replied that they would not be filmed; however, a professional document shredding company will be hired to shred the records. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the destruction of a listing of records pursuant to the Records and Retention Policy #5032. The motion passed unanimously.
 - B. Review and Discuss Topography of Future Cemetery Property - General Manager Goodrich presented topographical maps for the future cemetery property and explained the general area. There are wetlands in the near vicinity that will contribute to the lake in the Great Park adjacent to the future cemetery. There is a section that may have some water underground. There is a section that would be good for "green" burials. General Manager Goodrich will provide the date the original contract was signed at the next meeting.
 - C. Approve Live Oak Landscape Bid to add Valves, Irrigation and Sprinklers at Suisun-Fairfield Cemetery - General Manager Goodrich explained the end of the berm near the linear trail was not included in the contract; there is not enough water to cover this area. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the Live Oak Landscape bid to add valves, irrigation and sprinklers to the berm at Suisun Fairfield Cemetery. The motion passed unanimously.
7. **Unfinished Business**
 - A. Future Projects and Development
 1. One to Five Year Project Plans - Chairman Kilmer stated that under the two-year plan, Design and Construct a Columbarium at Rockville will be included in the budget.

2. New Office Building - The project is ahead of schedule.

8. Committee Reports

A. Finance Committee - Chairman Kilmer reported that he and General Manager Goodrich met to discuss the budget.

B. Building and Projects Committee - See Item 7A2.

9, Staff Reports - General Manager Goodrich reported that in response to the Governor's COVID 19 order, the District office is closed to the general public. All District employees are working regular schedules and providing service for immediate burials only while maintaining the ten person limit and social distancing rules.

Following the resignation of Sean Dooley, ads were placed online, the website and in Solano County newspapers. Several applications were received. Only a few met the qualifications, In the meantime, the Maintenance Supervisor duties are being performed by the team work of all employees.. The District continues to run efficiently without the Maintenance Supervisor. She is considering not replacing this position and hiring a full time equipment operator/cemetery worker to help with the grounds and as relief staff for vacation schedules. She reported that the accounting system is working very well. Everything is computerized.

We are doing well financially; the revenue is \$200,000 ahead of last year. The installment plans have helped. Over the past seven years the water pressure has been low on the sprinklers from Lawn A though Lawn F in Rockville Cemetery. An irrigation system survey indicated that we need to purchase a new control box with 15 additional stations to efficiently raise the pressure and provide enough water for all the lawns. It would also reduce the watering time by one hour--a savings in the utility expense.

10. Trustee Report - Boardmember Little thanked everyone for their help during her time of need. Vice Chairman Robinson reported that he and Chairman Kilmer attended the CAPC Annual Conference in Oxnard, CA, February 20, 21, 22, 2020. A copy of the report is attached.

11. Adjournment - The meeting adjourned at 9:33 a.m. the next meeting will be held on June 8, 9.a.m. at the Rockville Cemetery.

Respectfully Submitted,

Mary Ellsworth
Secretary

CAPC 62nd ANNUAL CONFERENCE 2020

February 20th-22nd, 2020

Embassy Suites Mandalay Bay, Oxnard, Calif.

FRIDAY, FEBRUARY 21

Call to order/Pledge of Allegiance. Welcome by Belva Bare, President.

Featured Cemetery, Antelope Valley Cemetery District: Presented by Dayle DeBry, District Manager. The cemetery was formed in the 1890s. It consists of 11 acres with 7,500 burials. A non-profit was formed. At one point the public thought the cemetery was closed; Ms. DeBry used her marketing skills to inform otherwise. An event the District offers is a 4th of July Pancake Breakfast to honor veterans. During WWII Japanese monuments were vandalized and have been restored. Veterans are honored with engraved bricks, names on a wall, and a Lighting of Candles ceremony.

Hiring and Firing Do's and Don'ts: Presented by Robert Hunt of Hunt Law Offices. Mr. Hunt detailed myriad pitfalls that Districts must be aware of to avoid legal action. The two topics of the presentation were Terminations and Hiring; both presenting situations that need to be fully understood. Most important is documentation, and keeping detailed records of each employee. Hiring in summary: "To engage employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties." When in doubt about hiring and terminations, consult the District's council.

Records and Rick Management: Presented by Richard Houston of Web Cemeteries. The transition of modern records keeping from past methods was discussed. Mr. Houston defined records keeping, and why it needs to be done properly. Cloud-based systems are recommended and the mistake of using spreadsheets like Excel was explained. Development of a RIM program was suggested and the law covering the subject outlined. The problems arising from the lack of proper records keeping, is a serious matter.

Ethics Training AB1234: Presented by Karen O'Neil of Kirk & Simas. Ethics Training is required by law every two years for local agency officials who receive compensation or reimbursement. This well-presented training covers general ethics principles. Definitions and hypothetical examples were illustrations of various ways to make illegal economical gains by holding a position. There is a difference between ethics laws and general ethical principles, ethical principles being the higher standard. Ms. O'Neil skillfully presented this detailed training in an engaging way.

Dinner and Presentations: Honorary Membership Award and Mel Lewis Memorial Award.

SATURDAY, FEBRUARY 22

Combined Discussion Session/Trustees, Managers and Secretaries: Facilitated by Tim Unruh, District Manager, and Barry Braun, Trustee, Kern County Cemetery District No. 1. This popular and informative session was conducted with questions that were submitted in advance and with questions and comments from the audience. Among topics discussed were: Charges for placing markers, bonuses, endowment charges, solar power, managers withholding records from trustees, the law governing trustees as "employees," green burials. Also, time slots for burials, handling mourners, gang problems, Saturday services, performing evaluations for non-English speaking employees, understanding the complicated aspects of AB 85. CSDA is monitoring the implementation of AB85.