

Solano Cemetery District
Board of Trustees Meeting
May 13, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on May 13, 2019 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, 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 April 8, 2019 meeting Minutes; Approval of April 2019 Revenue and Expense Report. A motion was made by Boardmember Little, 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 - Chairman Kilmer asked if there were plans to replace the pump building; and what is the status of the retaining wall at Suisun Fairfield Cemetery. Maintenance Supervisor Dooley replied yes there are plans to replace the pump building. There is still a problem with water coming into the cemetery. There is no problem with water behind the retaining wall.
7. **NEW BUSINESS**
 - A. Approve Appropriation Transfer to Expense Capital Improvement Reserve Funds for Metal Storage Building, New Administration Building, Demolition, Asphalt Maintenance and Repair - Chairman Kilmer questioned if this was the final payment for Campi Engineering and the other vendors. General Manager Goodrich replied yes for all but the New Administration Building. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell, Approving appropriation transfer to expense capital improvement reserve funds for metal storage building, new administration building and demolition. The motion passed unanimously.
 - B. Approve 2019-2010 Fiscal Year Budget - General Manager Goodrich reported that the District is \$7,660.59 in the black. Revenues have increased by \$165,017.89. A motion was made by Boardmember Ellsworth, seconded by Boardmember Robinson, approving the 2019-2020 Fiscal Year Budget. The motion passed unanimously.
 - C. Approve Revision to Personnel and Salary Resolution - Insurance and Service Plans Section 10, A(1) Medical Insurance Benefit - General Manager Goodrich explained the revision to Section 10. She stated that the District will continue to provide medical benefits for employees and eligible dependents beginning on the first of the month following the month in which employed. The District will pay up to \$1,500 per month toward the Health Benefit for Regular Full Time and Limited Term Employees plus family. Part-time employees will pay a portion of the health benefit in proportion to the hours worked in relationship to a 40 hour work week. She further stated that employees will not receive a COLA increase this year. A motion was made by Boardmember Little, seconded by Boardmember Engell Approving Revision to Personnel and Salary Resolution - Insurance and Service Pans Section 10,A(1) Medical Insurance Benefit. The motion passed unanimously.

D. Review and Approve 2017-2018 Fiscal Year Audit - A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell, Approving 2017-2018 Fiscal Year Audit. The motion passed unanimously.

8. COMMITTEE REPORTS

A. Finance Committee - Chairman Kilmer reported that the Committee met and presented what was discussed.

B. Building and Projects Committee - Vice Chairman Robinson reported that nine people attended the pre-bid meeting. Due to amendments to the plans the bid opening will be May 22 at 2 p.m.

9. STAFF REPORTS

Maintenance Superintendent Dooley reported that asphalt will be started and finished the last week in May. Two lights have been added to the tractor shed.

General Manager Goodrich reported that a few items have been returned from the recent break-in at Rockville Cemetery including computers and some of the checks. She will be meeting again with the Sheriff.

10. TRUSTEE REPORT

Trustee Robinson reported on the Solano Special Districts Chapter formation meeting held April 16 at Vacaville SID office that he and Boardmember Engell attended. Three representatives of the California Special District Association addressed questions and discussed the advantages of working together to have more influence with the legislature. Chairman Kilmer appointed an ad hoc committee consisting of Vice Chairman Robinson and Boardmember Engell to serve as representatives to the Solano Special Districts Chapter during the formation.

Chairman Kilmer reported that he got the paper work back from the City of Fairfield regarding changing the name for the train station cemetery. He also reported that the Public Cemetery Alliance meeting will be held August 15-19, 2019 at Tahoe City. He further reported that there were comments made by a citizen who attended a recent Board meeting stating they felt the Board shortened the meeting because there were members of the public present.

11. ADJOURNMENT

The meeting adjourned at 9:39 a.m. The next meeting will be held on June 10, 2019 at the Suisun-Fairfield Cemetery. Chairman Kilmer stated that he will be out of town and will not attend the meeting.

Respectfully submitted,



Mary Ellsworth
Secretary