

Solano Cemetery District  
Board of Trustees Meeting  
June 8, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on June 8, 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 May 11, 2020 Meeting Minutes ; B. Approval of May 2020 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. Boardmember Little corrected the date on the agenda (May 11, 2020) to June 8, 2020. Boardmember Engell stated that he liked the new format for the Revenue Report.
6. **NEW BUSINESS**  
A. None
7. **UNFINISHED BUSINESS**  
A. Future Projects and Development
  1. One to Five Year Project Plans - General Manager Goodrich referred to Item 2 under the one-year plan and noted that the name changed to One Lake Development. She explained that we have 30 years from 2012 to accept the property for a future cemetery. Boardmember Engell asked if we accept the property now how would it effect our financial situation? Chairman Kilmer stated that he did not think it was necessary to take action at this time. We have been consistent in staying in touch and keeping up with the progress of this project. There is no advantage to us taking the property now. There was further discussion of the needs of the property and the time frame. General Manager Goodrich suggested moving this matter to the five-year plan. Chairman Kilmer suggested naming the site Main Prairie Cemetery. Chairman Kilmer also recommended moving No. two of the two-year plan (Secure Rockville Cemetery Property and New Office Building to include wrought iron fencing, stone pillars and dusk to sunrise policy) to the one-year plan and include the date of this change for future reference.

Chairman Kilmer referred to the 5-year plan and "Installation of Artificial Turf in Occupied Sections of the District Cemeteries" and suggested moving this to the two-year plan so we can start budgeting for it. He believes this plan would reduce costs for watering and mowing, etc. Boardmember Engell suggested using the turf on a small spot to see how it looks. Boardmember Little stated that she in not in favor of using artificial turf.

2. New Office Building- This will be heard under Item 8-B.

## **8. COMMITTEE REPORTS**

1. Finance Committee - Chairman Kilmer reported that the budget will be presented to the Board at the next meeting.

2. Building and Projects Committee - Vice Chairman Robinson stated that he was very impressed with the new building. The project is moving along very nicely. General Manager Goodrich stated that the "drop dead" date for finalization is later in the year--September or October. The concrete was discussed. Chairman Kilmer explained the curbing around the parking lot and noted there were a lot of holes. After a second pour he wanted this documented with the contractor in case there is a problem later on we will have something to fall back on. He talked to Architect Rob Henley and told Rob this should be noted. Boardmember Engell explained the second concrete pour noting that he called attention to the area that he was concerned about. Rob said he would call the engineer. Pictures were taken. It was agreed that our concerns needed to be documented and a report presented to the Board. General Manager Goodrich reported that the Electrical Engineer will provide an estimate of usage for PG&E to establish a baseline for new electrical service and Solar Energy Credit. PG&E will coordinate with her to approve and sign agreements for new service.

## **9. STAFF REPORTS**

General Manager Goodrich reported on the COVID 19 status stating that the Cemetery offices are open and meeting by appointment only. They have implemented disinfection protocols. Staff and visitors are required to sanitize their hands in addition to wearing a mask or face covering during the appointments. Staff will also provide service to the car in the parking lot when requested. The office and bathrooms are sanitized after each appointment and throughout the day. The District is accepting full burials and cremation burials while maintaining a 25 person limit and social distancing rules. The Rockville Cemetery Chapel restrooms are undergoing repairs to remove and install new flooring, doors and a new roof.

General Manager Goodrich went on to report that on June 3 at 3:30 a.m. there were prowlers on the grounds of Rockville Cemetery walking around the equipment storage yard. They turned off the power at the electrical box. She received a security alert on her cell phone at home. She watched the video of prowlers arriving in separate cars, one carried a duffle bag of what they assume were tools. The prowlers were not successful in turning off the spot light in the yard and left the premises. She called the Solano County Sheriff's office and deputies were dispatched to take a report. For the purpose of preventing the likelihood of criminal activity, staff was advised to lock the gates and block all accesses where a car could enter. The gates will be open Monday through Friday from 7:30 a.m. to 4:30 p.m. and 8:00 a.m. to 7:00 pm. on weekends and holidays. She reported that a tree fell in Section D and hit her car. She stated that the Eucalyptus tree at Suisun/Fairfield, needs to be cut. Josephine Guerrero announced that she will be retiring the end of August. The reception hall will be used for a retirement luncheon if it is completed by August.

**10. TRUSTEE REPORTS** - No reports

## **11. ADJOURNMENT**

The meeting adjourned at 9:50 a.m. The next meeting will be held on July 13, 2020 at Rockville Cemetery. Chairman Kilmer stated that he will not be attending that meeting.

Respectfully submitted,

Mary Ellsworth

Secretary