

Solano Cemetery District  
Board of Trustees Meeting  
June 10, 2019

The Board of Trustees of the Solano Cemetery District met in regular session on June 10, 2019 at the Suisun Fairfield Cemetery.

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

**STAFF PRESENT:** General Manager Goodrich, Maintenance Supervisor Sean Dooley

3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Vice Chairman Robinson led the flag salute.
4. **PUBLIC COMMENT** - None
5. **UNFINISHED BUSINESS**

A. Future Projects and Development - 1. New Administration Building - General Manager Goodrich reported that construction of the new building will begin no later than the end of July. The Contractor will have 140 days to complete the project.

6. **NEW BUSINESS**

A. Approval of May 13, 2019 Meeting Minutes - General Manager Goodrich reported that there was a description error under New Business (7) A. The list of funds appropriated from the Capital Improvements Reserve account should not have included Asphalt Maintenance and Repair. A motion was made by Boardmember Little seconded by Boardmember Engell approving the minutes of the May 13, 2019 meeting as corrected. The motion passed by a vote of four ayes, Chairman Kilmer absent/excused.

B. Approval of May 2019 Revenue and Expense Report -- a motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the May 2019 Revenue and Expense Report. The motion passed by a vote of four ayes, Chairman Kilmer absent/excused.

C. Approval of Audit Adjustment to Reclassify Installment Payments as a Deposit Payable Liability - General Manager Goodrich reported that in response to the Auditor's recommendation, the Installment Payments collected on all open Installment Plan Agreements will be reclassified to a Deposit Payable Liability Account until the final payment is made. When the Installment Plan is paid in full the entire amount will be transferred to appropriate revenue and preneed accounts. This will allow the Auditors to track the payments.

D. Amend and Approve 2019-2020 Fiscal Year Final Budget - General Manager Goodrich summarized the amendments. (See attached report). A motion was made by Boardmember Little, seconded by Board Member Engell amending and approving the 2019-2020 Fiscal Year Final Budget. The motion passed by a vote of four ayes, Chairman Kilmer absent/excused.

E. Approve Revised Purchasing and Contracting Policy - General Manager Goodrich reported that the Purchasing and Contracting Policy was approved in 2016, and Section 8.0, Delegated Authority, is being added. This was reviewed and approved by County Counsel.

F. Discuss District Representation at the Public Cemetery Alliance Annual Conference - The matter was discussed and Boardmembers were requested to let General Manager Goodrich know as soon as possible if they plan to attend.

**7. COMMITTEE REPORTS**

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

**8. STAFF REPORT**

General Manager Goodrich reported that the Solano County Sheriff recovered (5) flash drives, most of the stolen keys, and various documents.

Maintenance Supervisor Dooley reported that the repaving in front of the office at Rockville was completed Saturday. Solano County hired VSS International, Inc., to repair roads throughout Solano County. General Manager Goodrich signed a contract with VSS to allow storage of equipment, staging of equipment, staging and material storage for the duration of two weeks on the vacant land next to Section F. The company will pay the District \$2,000.00 in exchange for using the area.

**9 TRUSTEE REPORTS**

Vice Chairman Robinson reported that he and Boardmember Engell attended the meeting of the Solano Special Districts Chapter formation meeting in April. At that meeting, representative from the districts were selected to lead the Chapter formation process. Those selected were: Romi Selaison, Greater Vallejo Recreation District; Judi Boo, Collinsville Levee District; Cammie Morin, Solano Irrigation District; Cary Keaten, Solano Irrigation District; Marcy Savaia, Silveyville Cemetery District; Lee Tedder, Vacaville-Elmira Cemetery District; Sandra Willingmyre, Solano County Water Agency. Vice Chairman Robinson noted that the Executive Committee most likely will be taking over Chapter Communication.

**10. ADJOURNMENT**

The meeting adjourned at 9:33 a.m. The next meeting will be Tuesday, July 9, 2019 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth  
Secretary