

Solano Cemetery District
Board of Trustees Meeting
June 19, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on June 19, 2017 at the Rockville Cemetery.

CALL TO ORDER - Chairman Kilmer called the meeting to order at 9:03 a.m.

PLEDGE OF ALLEGIANCE TO THE FLAG - Chairman Kilmer lead the flag salute.

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

TRUSTEES, ABSENT: Board Member Ashley

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

APPROVAL OF MAY 8, 2017 MEETING MINUTES - Board Member Little motioned to approve the May 8, 2017 minutes. Seconded by Board Member Ellsworth. The motion passed unanimously.

COMMENTS FROM THE FLOOR: None

6. UNFNISHED BUSINESS:

A. Future Projects and Development - Updates

1. New Administration Building - Planning, Design - Board Member Robinson reported that the Building/Projects Committee met on June 16, 2017, for the purpose informing the committee of A2R activities including the survey work at the Vanden Road site and updates on the new Administration Building project. Those attending were General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Trustees Wayne Engell, Jim Robinson, and Rob Henley of A2R Architects.

Board Member Robinson went on to say that the civil engineer is gathering information at the Vanden Road site as requested. The Committee confirmed the location of the new administration building. A2R will have the balance of services for the District. They are refining the design and the design development continues. KC Engineering will be boring test holes for the building site sometime in July. The schematic design for the building is finished and has been submitted to the County. There are no issues. A2R will provide a design development package. An interior designer will be employed to help establish a suitable color palette. The old, little-used, existing septic system at the agriculture building will have to be pumped and filled in. A County permit and a certificate are required.

There was discussion concerning the metal building and the pros and cons of spending the money on the project. This will be addressed further in the near future.

2. Project Budget and Funding Resources - General Manager Goodrich explained the proposed lease purchase for the new administration building. She reported that the terms are based on qualification from the bank based on the District's previous budget. Based on the financing amount of \$4,968,394, at an interest rate of 3.85 percent over 20 years the annual payment would be \$360,743.83. The money can be available within 60 days. We anticipate putting one million down. Chairman Kilmer asked that we find out if we put one million dollars down, can we extend the term and get a lower interest rate.

Maintenance Supervisor Dooley reported that Section F will be starting the end of the week or the beginning of next week.

7. NEW BUSINESS

A. Approve Official Election Resolution 17-0002 Ballot and Vote for Selection of (4) Candidates to Serve on the SDRMA Board of Directors - A motion was made by Board Member Ellsworth, seconded by Board Member Little, approving Resolution 17-0002, and casting votes for Timothy Unruh, David Aranda, Cindi Beaudet, Jean Bracy, SDA. The motion passed unanimously by a vote of 5/0, Board Member Ashley absent.

B. Discuss and Vote for (2) Candidates to Serve on the CSDA Board of Trustees for Seat C and Seat A - A motion was made by Board Member Little, seconded by Board Member Engell, casting votes for Stanley Caldwell and Robert Silano. The motion passed unanimously by a vote of 5/0; Board Member Ashley absent.

C. Health Benefit Revision - General Manager Goodrich noted the following change to the Insurance and Service Plans portion of the Personnel and Salary Resolution: Medical and Hospitalization is available for the employee and eligible dependents at the beginning of the month following the month in which employed. The District will pay up to \$950.00 (changed to **\$1,500.00** 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. **Beginning on July 1, 2019, full Time and Limited Term Employees will receive fully paid medical benefits. 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. All eligible dependent medical benefits will be paid by the employee through payroll deductions.**

A motion was made by Board Member Ellsworth, seconded by Board Member Engell approving the revision to the Insurance and Service Plans portion of the Personnel and Salary Resolution. The motion passed unanimously by a vote of 5/0. Board Member Ashley absent.

D. Approve Final FY 2017-2018 Budget - General Manager Goodrich reviewed the budget that was approved at the last meeting noting corrections due to a "corrupted cell" on the computer in which the total for the revenue was affected. The corrected amount is \$1,798,278 for the year. A motion was made by Board Member Ellsworth and seconded by Board Member Little approving the final budget for the 2017-2018 budget as corrected. The motion passed unanimously by a vote of 5/0. Board Member Ashley absent.

8. COMMITTEE REPORTS

A. Finance Committee - No report

B. Building and Projects Committee - Board Member Robinson presented a quote from Jim Garton Construction for the supply of two new 40' X 50' X 14" Metallic Metal Building and a 12' X 12' roll up door for a total of \$35,340.00; and a quote for a 30' X 50' X 14' Metallic Metal Building with a roll up door for a total of \$31,635.00 Board Member Robinson stated that after reviewing this he believes it would be useful to have the building for equipment, debris and dirt. Chairman Kilmer stated that he has difficulty justifying the building for equipment. Maintenance Supervisor Dooley stated that the dirt and debris will be in direct view of the new administration building and the metal building would provide a place for that and it would be out of view. He further stated that if Jim Parr was not there, there would be an expense to maintain the land.

9. STAFF REPORT

Maintenance Supervisor Dooley reported that he priced trash cans for both cemeteries and the cost is \$175 to \$340 per can for the upgraded cans and we need 24-30. Rubbermaid cans cost between \$25-\$35 each. The concrete pads could be done in-house. He would like to add more trash cans and include trash cans at all new locations. It was agreed that Maintenance Supervisor Dooley would move forward with this project.

Maintenance Supervisor Dooley questioned which three eucalyptus trees should be removed. It was

agreed that the trees along the fence next to the residence with the pool will be removed. He will send a letter to the resident about removal of the "debris" off the property.

General Manager Goodrich reported that she posted the employment opportunity notice and received 20 applications. However, only three applicants meet the requirements. Board Members, Ashley, Robinson and Ellsworth will serve on the interview committee. She will advertise again as well as develop a test for the candidates.

General Manager Goodrich reported she received a call from the school district while she was on vacation inquiring if we are still interested in purchasing the Mission Solano property. She is waiting for them to call her back. The Board agreed that we have use for the property and she will continue with this. General Manager Goodrich further reported that there is a homeless man living in the Columbarium at Suisun-Fairfield Cemetery. The police have been contacted but have not arrested him. She sent an email to the Police Department about the ordinance we have in place authorizing the arrest. It was agreed that she would contact the Watch Commander.

11. **CLOSED SESSION** - The Board adjourned to closed session at 10:15 a.m. to discuss public employee performance evaluation pursuant to California Government Code 54957 Title: General Manager
12. **RECONVENE** - The Board reconvened at 10:50 a.m.
13. **REPORT OF ACTION IN CLOSED SESSION** - No action.
14. **ADJOURNMENT** - The meeting adjourned at 10:52 a.m. The next meeting will be July 10, 2017 at the Suisun-Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary