

Solano Cemetery District
Board of Trustees Meeting
July 10, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on July 10, 2017 at the Suisun Fairfield Cemetery.

1. **CALL TO ORDER** - Chairman Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Chairman Kilmer lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Board Members Robinson, Ashley, Ellsworth, Engell, Little. **STAFF PRESENT:** General Manager Doris Goodrich
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of June 19, 2017 meeting minutes; Approval of June 2017 Revenue and Expense Report; Review Wells Fargo Advisor Investment Reports. Board Member Ellsworth motioned to approve the Consent Calendar as received. Seconded by Board Member Ashley. The motion passed unanimously.
6. **UNFNISHED BUSINESS:**

A. Future Projects and Development - Updates - Chairman Kilmer requested the green irrigation box next to the bike rack be repaired/painted. Under the 5-year plan, Install Covered Walkway on the left side of the Stone Chapel at Rockville Cemetery was discussed and it was agreed that this project would be removed from the 5-year plan.

1. New Administration Building - Planning, Design - No report.

2. Project Budget and Funding Resources - General Manager Goodrich stated that if we extend the time, the interest rate increases. The loan cannot be completed until we have an audit for 2016. It takes six months to complete an audit and we did not budget for an audit this year. It was agreed to move ahead with the audit for 2016 as soon as possible in order to get the commitment made.

Board Member Engell asked if we will add money in order to bring the interest rate down. Chairman Kilmer replied yes, we will be putting one million dollars down.

7. **NEW BUSINESS**

A. Adopt Resolution 17-0003 to increase the Imprest Checking Account for Disbursement of Vendor Payments - Board Member Ashley motioned to approve resolution 17-0003 to Increase the Imprest Checking Account for Disbursement of Vendor Payments. Seconded by Board Member Ellsworth. The motion passed unanimously.

B. Discuss District Representation at the CAPC Annual Education Seminar and Area Meeting - Board Members Kilmer, Robinson, Little and Ellsworth will be attending the meeting to be held at the Holiday Inn Capitol Plaza, Sacramento, CA, October 6-7, 2017.

8. **COMMITTEE REPORTS**

A. Finance Committee - No report

B. Building and Projects Committee - Board Member Robinson reported that Jerry Aubert of G T Aubert Construction Inc. will be getting in touch with Board Member Engell to set up a meeting to discuss a metal building.

9. STAFF REPORTS - General Manager Goodrich reported that they had three people scheduled for interviews for the Administrative Assistant position to replace Pauline Perez whose last day is July 14. One of the applicants declined the interview, one applicant was interviewed on Monday and the third applicant will be interviewed at 10 a.m. this morning.

10. TRUSTEE REPORT - Board Member Little reported that she has received a lot of compliments on the Cemetery. Board Member Engell stated that both cemeteries look good. Board Member Robinson reported that the Little Hoover Commission has eased off and modified their position. Chairman Kilmer reported that he and Board Member Robinson met with General Manager Goodrich regarding her evaluation and the meeting went very well. He stated that Doris does an outstanding job. He went on to say that he believes the district should consider purchasing a new Suburban for General Manager Goodrich to use instead of having to use her own vehicle. The vehicle could be used for other purposes also. This matter will be included on the August agenda. He further stated that he thinks the cemeteries look real good.

11. ADJOURNMENT - There being no further business, the meeting adjourned at 9:25 a.m. The next meeting will be held on August 14, 2017 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary