

**SOLANO CEMETERY DISTRICT**  
**BOARD OF TRUSTEES MEETING**

July 9, 2019

1. **CALL TO ORDER** – Vice Chairman Robinson called the meeting to order at 9 a.m.
2. **PLEDGE OF ALLEGIANCE** – Vice Chairman Robinson led the flag salute.
3. **ROLL CALL** - Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little. Chairman Kilmer absent/excused      STAFF PRESENT: General Manager Goodrich, Maintenance Supervisor Dooley
4. **PUBLIC COMMENT** – None
5.     **APPROVAL OF CONSENT CALENDAR:** A. Approval of June 7, 2019 Special Meeting and June 10, 2019 Regular Meeting Minutes B. Approval of June 2019 Revenue and Expense Report - A motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the Consent Calendar as received. The motion passed unanimously, Chairman Kilmer absent/excused.
6.     **UNFINISHED BUSINESS**
  - A. Future Projects and Development - 1. New Administration Building – General Manager Goodrich reported that she will be in touch with Rob Henley, Architect, to schedule a preconstruction meeting.
7.     **NEW BUSINESS**
  - A. Review Fiscal Year End Budget Reports, Investments, Plot/Niche Sales and Burial Totals – General Manager Goodrich stated that the new account was added at the request of the Auditor to tract the monthly installments. She also addressed the total burials and sales for the year. The number of plots sold at Rockville Cemetery was 111; and 43 were sold at Suisun Fairfield. Twenty five of the sales of the Rockville plots came from Suisun Fairfield because there were no upright sections. There are approximately 200 grave sites available at Rockville and then we will have to open Section F. The total interments for the year were 194. There are 1,023 available plots for the District.
  - B.     First Amendment of the Cooperative Agreement between Solano Cemetery District and City of Fairfield Regarding the Train Station Specific Plan Annexation – General Manager Goodrich explained that the only change is the name change of the District from Suisun Fairfield Rockville Cemetery District to Solano Cemetery District. Vice Chairman Robinson questioned the connection charges. He stated that we need to be aware of this for the future. There was some discussion regarding facilities for cemetery workers such as restrooms per OSHA. Maintenance Supervisor Dooley stated that we will be charged for everything we are adding for development.
  - C.     Approval of Revised Fee Schedule to Separate Non-Resident Fee and Plot Price and to add Pricing for Upright Marker Section Lawn M in the Suisun Fairfield Cemetery – General Manager Goodrich explained the reason for the separation noting the software they use does not separate the accounts and that staff has to manually transfer the fees. A motion was made by Boardmember Little, seconded by Boardmember Ellsworth approving the Revised Fee Schedule to Separate Non Resident Fee and Plot Price and to add Pricing for Upright Marker Section Lawn M in the Suisun Fairfield Cemetery. The motion passed unanimously Chairman Kilmer absent/excused.
  - D.     Approval of the Official Election Ballot for the Selection of Candidates for (3) seats on the SDRMA Board of Directors – A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the selection of Bob Swan, Patrick O'Rourke and Sandy Seifert for the three seats on the SDRMA Board of Directors. The motion passed unanimously. Chairman Kilmer absent-excused.

E. Discuss District Representation at the CAPC Annual Education Seminar in Ventura, CA October 10-11, 2019 –Vice Chairman Robinson and Boardmember Engell will attend. Boardmembers Ellsworth and Little will let General Manager Goodrich know if they can attend.

**8. COMMITTEE REPORTS**

A. Finance Committee – No report.

B. Building and Projects Committee - No Report

**9. STAFF REPORTS**

General Manager Goodrich reported that staff has been meeting with OSIRIS on a weekly basis. Within the next two weeks they will run dual accounting with Quicken and Quick Books to test the system. Training will be scheduled in August for staff to use the integrated Pontem/OSIRIS program. They are scheduling with Alarmtech to replace malfunctioning analog cameras, old wiring and update the serve license to gain access to the newest software and camera drivers. She noted that there is no fee for registration or meals for the Public Cemetery Alliance meeting scheduled in August at Tahoe City.

**10. TRUSTEE REPORT – None**

**11. ADJOURNMENT**

The meeting adjourned at 9:50 a.m. The next meeting will be August 12, 2019 at Suisun Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth, Secretary