

Solano Cemetery District  
Board of Trustees Meeting  
August 9, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on August 9, 2021, at the Rockville Cemetery.

1. **CALL TO ORDER** – Chairman Kilmer called the meeting to order at 9:00 a.m. Chairman Kilmer noted a change to the Agenda. The Board will convene into closed session to discuss Solano Cemetery District General Manager Employment Agreement.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** – Chairman Kilmer led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Engell, Boardmembers Robinson, Jones, Falati  
**STAFF PRESENT:** General Manager Goodrich, Administrative Assistant Hernandez
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of July 12, 2021 Regular Meeting Minutes and July 28, 2021 Special Meeting Minutes and July 29, 2021 Special Meeting Minutes; B. Approval of July 2021 Revenue and Expense Report; C. Review of FY Final 2020-2021 Reports: Budget Monthly Status, Trial Balance, Endowment Care Monthly Status; D. Review of Stifel Investments: Endowment Care Income Fund and Reserve Fund; A motion was made by Vice Chairman Engell seconded, by Boardmember Falati approving the Consent Calendar as received. The motion passed unanimously.

**CLOSED SESSION:** At 9:04 Chairman Kilmer convened into closed session to discuss Solano Cemetery District General Manager Employment Agreement. At 9:24 Chairman Kilmer reconvened into open session and reported that the Board is in negotiations with an individual for the General Manager position and the Employment Agreement was discussed.

**6. NEW BUSINESS**

- A. Review and Approve Solano Cemetery District General Manager Employment Agreement. - Chairman Kilmer reported that the Board is in negotiations with an individual for the General Manager position and that the Board made some decisions regarding the draft contract that is being negotiated and the items will be presented at the September Board Meeting. – No Action
- B. Approval of Resolution 21-0001 – Solano Cemetery District Authorizing an Exception to the 180-Day Wait Period for Hiring an Extra Help Retired Annuitant. A motion was made by Boardmember Falati, seconded by Vice Chairman Engell. The motion passed unanimously by roll call vote; Boardmember Jones Aye, Vice Chairman Engell, Aye, Boardmember Falati, Aye, Boardmember Robinson, Aye, Chairman Kilmer Aye.
- C. Approval of Agreement for Temporary Employment – Extra Help Retired Annuitant. A motion was made by Boardmember Falati, seconded by Boardmember Jones. The motion passed unanimously.
- D. Approval of Appropriation Transfer to Expense Funds for New General Manager Car Allowance, Pay for Extra Help-Assistant General Manager and Special Board Meetings. A motion was made by Vice Chairman Engell, seconded by Board member Falati. The motion passed unanimously.
- E. Approve Revision of Lease Agreement with the Church of Christ-Rockville. A motion was made by Boardmember Falati, seconded by Vice Chairman Engell. The motion passed unanimously.
- F. Approve Nomination of Doris Goodrich to Receive a Lifetime Honorary Membership to the California Association of Public Cemeteries. A motion was made by Boardmember Falati, seconded by

Boardmember Jones. The motion passed unanimously.

**7. UNFINISHED BUSINESS**

**A. Future Projects and Development**

1. One to Five Year Project Plans – General Manager Goodrich reported that the automatic gates at the Rockville Cemetery should be completed by the end of August 2021. Electric gates at Suisun Fairfield Cemetery will be complete August 9, 2021. Chairman Kilmer mentioned that the Board should be working toward getting started on the new columbarium at the Rockville Cemetery in September or October of 2021. - No Action

2. Erik Lees & Associates – Suitability Study for Future Cemetery Land – General Manager Goodrich stated that she recommended Erik Lees reach out to the Building and Projects Committee going forward since she will no longer be the General Manager. Boardmember Robinson reported that he emailed Erik Lees from Lees & Associates to let him know that the Building and Projects Committee is ready to move forward with the planning work for the new cemetery.

**8. COMMITTEE REPORTS**

A. Finance Committee – Chairman Kilmer stated that First Northern Bank will require a “responsible party” to remain on the District’s bank account after General Manager Goodrich retires. Chairman Kilmer stated that he and Vice Chairman Engell will remain on the District bank account and the new General Manager can be added as a signer at the appropriate time.

B. Building and Projects Committee – General Manager Goodrich reported that A2R Architects is having a locksmith change the locks on the doors leading into the reception hall so that they can be unlocked when the reception hall is in use. This work will be done at the expense of A2R Architects as it was their error.

C. Personnel Committee – None

**9. STAFF REPORTS** – General Manager Goodrich reported that the contractor will begin working on the French drain sometime at the end of August so that it can be completed before the next rainy season.

**10. TRUSTEE REPORT** – None

**11. ADJOURNMENT**

The meeting adjourned at 9:47 a.m. The next meeting will be September 13, 2021.

Respectfully submitted

James Robinson, Secretary  
By Dolores Hernandez