

Solano Cemetery District
Board of Trustees Meeting
August 10, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on August 10, 2020, at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Earl Kilmer called the meeting to order at 9:00 a.m.

2. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Robinson, Boardmembers Ellsworth, Engell, Little

STAFF PRESENT: General Manager Goodrich

3. **PLEDGE OF ALEGIANCE TO THE FLAG** - Chairman Kilmer led the flag salute.

4. **PUBLIC COMMENT** - None

5. **CONSENT CALENDAR** A. Approval of June 14, 2020 Meeting Minutes and Signature Page for Board Approval of FY2020-2021 Budget ; B. Approval of July 2020 Revenue and Expense Report; C. 2019-2020 FY End Reports - Paid in Full Installment Plans, Plot/Niche Sales, Construction Progress Payments and Retainage. A motion was made by Boardmember Ellsworth, seconded by Boardmember Engell approving the Consent Calendar as received. The motion passed unanimously.

6. **NEW BUSINESS**

A. Approval of Audit Engagement Letter for Larry Bain, CPA to provide Audit Services for the Fiscal Year ended June 20, 2020. A motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the Audit Engagement Letter for Larry Bain, CPA, to provide Audit Services for the Fiscal Year ended June 20, 2020. The motion passed unanimously.

B. Biennial review to examine the Conflict of Interest Code for the Solano Cemetery District - General Manager Goodrich noted that the name of the District was changed in 2018 to Solano Cemetery District. A motion was made by Boardmember Little, seconded by Boardmember Engell approving the Biennial review to examine the Conflict of Interest Code for the Solano Cemetery District. The motion passed unanimously.

7. **UNFINISHED BUSINESS**

A. Future Projects and Development

1. One to Five Year Project Plans - General Manager Goodrich reported that all the niches in the Rockville Cemetery are sold. She talked to the vendors regarding this and they are willing to design a structure for niches. She suggested adding a security gate to the two-year plan. Boardmember Little reported that she visited the cemetery at 2 pm. on a Sunday and all the gates were locked. After some discussion it was agreed to move Number 1 in the two-year plan, Secure Rockville Cemetery Property and New Office Building to include wrought iron fencing, stone pillars and dusk to sunrise policy to the one-year plan.

2. New Office Building- The building is expected to be completed in September; however, the interior may not be ready for use for a while because of the furnishings, etc. The Building and Projects Committee will discuss this. Vice Chairman Robinson provided the following status on the building: window blinds will not be included in the hall at this time; flooring has been installed in the kitchen; the texture of the walls throughout the building has been approved; the air conditioning units are on the roof.

8. COMMITTEE REPORTS

1. Finance Committee - No report.
2. Building and Projects Committee - No report.

9. STAFF REPORT - General Manager Goodrich referred to a report that includes the Paid in Full Installment Plans, Plot/Niche Sales and Construction Progress Payments and Retainage and stated that this format is from the new Osiris Accounting Software. Chairman Kilmer thanked General Manager Goodrich and Delores Hernandez for their work on this project. The Board also discussed the three properties affected with address of the new building and possibly changing to one address for the three properties. It was agreed that the three addresses would remain. General Manager Goodrich reported that a she is going to hire a full time person to replace Josephine Guerrero's position.

10. TRUSTEE REPORTS - In response to an inquiry from Chairman Kilmer concerning the expiration of terms for Boardmembers, it was noted that Boardmembers Ellsworth, Little and Robinson were expiring in January 2021.

11. ADJOURNMENT

The meeting adjourned at 10 am. The next meeting will be held on September 14, 2020 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary