

Solano Cemetery District
Board of Trustees Meeting
August 14, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on August 14, 2017 at the Rockville Cemetery.

1. **CALL TO ORDER** - Chairman Kilmer called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** - Board Member Little lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Board Members Robinson, Ellsworth, Engell, Little. **STAFF PRESENT:** General Manager Doris Goodrich, Maintenance Supervisor Sean Dooley, Dolores Hernandez, Administrative Assistant, **TRUSTEE ABSENT:** Board Member Ashley
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of July 10, 2017 meeting minutes; Approval of July 2017 Revenue and Expense Report; Review of Fiscal Year End Reports. Board Member Ellsworth motioned to approve the Consent Calendar as received. Seconded by Board Member Little. The motion passed by a vote of 5/0. Board Member Ashley absent.

6. **UNFNISHED BUSINESS:**

A. Future Projects and Development - Updates - Board Member Robinson reported on the meeting of the Solano Cemetery District Building/Projects Committee had on August 7, 2017 with Rob Henley of A2R Architects and engineers from Karn Engineers. Matters discussed were a follow up fact-finding survey by the two engineers relating to water issues and electrical requirements for the site of the new administration building; drainage issues and the continuing problem with flooding. SID will help as we seek solutions to redirecting water when heavy rain occurs. One idea was to pipe water away. The District will research this and report the findings to SID. Supplying underground electrical service for the new administration building was discussed including the need for a transformer(s); and the possibility of using Vallejo water. The Committee will meet with Rob Henley and an interior designer for the initial planning of the color palette and other finishing choices for the new building.

B. Project Budget and Funding Resources - General Manager Goodrich reported that Larry Bain, CPA, will be conducting the 2016 audit which the County requires for the financing of the new building. The fee is \$10,500. The Audit will be submitted to the District by September 30, 2017.

7. **NEW BUSINESS**

A. Approve Proposal for GY Aubert Construction to construct a Garco Building Systems - Metal Building for District Property at 4218 Suisun Valley Road, Fairfield - Board Member Robinson reported that he and Board Member Engell met with two different contractors to get proposals for construction of the metal building and GT Aubert was the best one. Board Member Engell reported that a structural engineer is needed for the concrete work which could be an additional cost of \$50,000 to the building, so they did not get a bid for the concrete work. Aubert has an engineer on staff who is reasonable. Board Member Engell explained the difference between the bids. It was noted that Aubert is local and submitted a complete package. Board Member Robinson reported that Jim Parr would like a second sliding door added to the building and he will assume responsibility for the grading and pad and the second door. Electrical, plumbing and water were not discussed. Those items can be put in after the building has been erected. The cost to tear down the other building is \$168,000 which is part of the \$5 million dollars.

Chairman Kilmer stated that a lease addendum needs to be signed before the building is started. A motion was made by Board Member Engell to purchase the building and have it approved by the Board so we can start the project before the rainy season. The motion was seconded by Board Member Little.

There was further discussion in which Maintenance Supervisor Dooley stated that more information is needed on the water source and the septic for the new building. It was agreed that we would get a letter from Mr. Parr stating that he is going to pay for the door, etc. This will be part of the lease addendum. Board Member Engell amended his motion to include "construction not to start before lease addendum is completed with tenant". Board Member Little seconded the amendment to the motion. The motion passed with a vote of 5/0. Board Member Ashley absent.

B. Approve Revision to the Insurance and Service Plan Policy to Comply with the Affordable Care Act--this item was on the agenda last month and was included in error.

C. Approve Revision to the Worker's Compensation and State Disability Policy - A motion was made by Board Member Ellsworth, seconded by Board Member Robinson, approving the revision to the Worker's Compensation and State Disability Policy. The motion passed with a vote of 5/0. Board Member Ashley absent.

D. Discuss Purchase of District Vehicle - After some discussion it was agreed that the Evaluation Committee (Chairman Kilmer, Board member Robinson) will meet with General Manager Goodrich to discuss this and bring it back to the Board at a later date.

8. COMMITTEE REPORTS

- A. Finance Committee - No report.
- B. Building and Projects Committee - No report.

9. STAFF REPORTS

Maintenance Supervisor Dooley reported that the eucalyptus trees on Union Avenue and the four in the back are scheduled to be removed the middle of September or early October. The concrete in Section F is being poured. They are working with the engineer on the water proposal in Section E. They have been talking to SID about this problem.

General Manager Goodrich welcomed new employee Administrative Assistant Dolores Hernandez. She also reported that the security cameras are working very well at both cemeteries. The gate has been working well also.

10. TRUSTEE REPORT - No reports

11. ADJOURNMENT - There being no further business, the meeting adjourned at 9:55 a.m. The next meeting will be held on September 11, 2017 at Suisun-Fairfield Cemetery.

Respectfully submitted,

Mary Ellsworth
Secretary