

Solano Cemetery District
Board of Trustees Meeting
September 11, 2017

The Board of Trustees of the Solano Cemetery District met in regular session on September 11, 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** - Board Member Engell lead the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Board Members Robinson, Ellsworth, Engell, Little. **ABSENT/EXCUSED:** Board Member Ashley. **STAFF PRESENT:** General Manager Doris Goodrich,
4. **PUBLIC COMMENT** - None
5. **APPROVAL OF CONSENT CALENDAR:** Approval of August 14, 2017, meeting minutes; Approval of August 2017 Revenue and Expense Report. Board Member Little motioned to approve the Consent Calendar as received. Seconded by Board Member Ellsworth. The motion passed by a vote of 5/0. Board Member Ashley absent/excused.
6. **UNFNISHED BUSINESS:**
 - A. Review Third Amendment to Lease with Jim Parr - General Manager Goodrich distributed Exhibits A and B and explained the layout. A motion was made by Board Member Ellsworth, seconded by Board Member Engell accepting the third amendment to the lease. The motion passed by a vote of 5/0. Board Member Ashley absent/excused.

Board Member Little asked if the rent could be raised. After considerable discussion it was agreed that the matter of a rent increase would be tabled to be discussed at a special meeting.
 - B. Future Projects and Development
 1. New Administration Building - Planning, Design - Board Member Robinson reported that he, Board Member Engell, General Manager Goodrich and Maintenance Supervisor Dooley met with Rob Henley of A2R Architects and Interior Designer Donna Lucchio on August 17, 2017. Topics discussed were the use of space for the building, the handling of funeral and/or event activities, the hospitality approach for the social hall; waiting rooms for families and creating a possible workshop setting, and the use of an outside vendor to handle set-up and cleaning. Also discussed was the idea of utilizing the reception area to reflect the history of the cemetery district by using sepia-toned historic photos and artifacts. Ms. Lucchio will visit the cemeteries to find inspiration. The color palette, finishes and flooring options and furnishings will be presented to the committee for consideration in the future.
 2. Project Budget and Funding Resources - General Manager Goodrich reported that the rough draft of the audit will be completed next week for review. The final audit will be completed by September 30.
7. **NEW BUSINESS**
 - A. Annual Review/Adopt Investment Policy - General Manager Goodrich reported that it is required that the Board review and adopt the Investment Policy annually. A motion was made by Board Member Ellsworth, Seconded by Board Member Little adopting the Investment Policy. The motion passed by a vote of 5/0. Board Member Ashley absent/excused.

8. COMMITTEE REPORTS

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

9. STAFF REPORTS

General Manager Goodrich reported that employee Donnaleigh Hanson will be retiring December 7, 2017.

10. TRUSTEE REPORT

Board Member Little stated she enjoyed the Public Cemetery Alliance Annual Meeting in Tuolumne.

Board Member Robinson reported on the Public Cemetery Alliance 23rd Annual Meeting at the Black Oak Casino, Tuolumne, CA, on August 22-24, 2017. The following topics were discussed: Consulting: Ten Step Process for Achieving the Best Governance Principles and Practices for your Cemetery District; Recognizing and Curtailing illegal activity on your Grounds; a presentation by Tracy Cemetery, the 2016 Cemetery of the Year; Innovative Revenue Generating Cremation Burial Options, and a "You Ask/We Answer Panel".

Chairman Kilmer addressed the following issues: he noted that the lighting has been staying on in the columbarium at Suisun-Fairfield cemetery and asked that this be looked at. He asked for an update on when the trash receptacles will be installed. He questioned if the church is used every week. General Manager Goodrich replied the church is used twice a week. Has everything been moved out of the small tool bin. General Goodrich replied that there are a few items, such as screw drivers left, but everything else is moved. Chairman Kilmer further reported that he would like to work with Theresa to get the accounting system into a Quick Books program. He went on to say that he and Board Member Little met with Pontem and Cemetery 360 while attending the Conference in Tuolumne and there is a program for cemeteries. We will need to look at the internet and upgrade our lines.

A special meeting was scheduled for September 25, 2017 to review and approve the Parr lease.

The meeting adjourned at 10:01 a.m. The next regular meeting will be October 16, 2017.

Respectfully submitted,

Mary Ellsworth
Secretary