

Solano Cemetery District
Board of Trustees Meeting
Sept. 13, 2021

The Board of Trustees of the Solano Cemetery District met in regular session on September 13, 2021, 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** – Vice Chairman Engell led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Kilmer, Vice Chairman Engell, Boardmembers Robinson, Jones, Falati
STAFF PRESENT: General Manager Love, Assistant Manager, Goodrich, Administrative Assistant Hernandez
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of August 9, 2021 Regular Meeting Minutes; B. Approval of August 2021 Revenue and Expense Report; A motion was made by Vice Chairman Engell, seconded by Boardmember Jones approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Adopt District Policy #4001 - Reception Hall Rental Policy – Boardmember Falati questioned whether or not section 1.4.3 of Policy #4001 included personal vehicles and Chairman Kilmer replied that it does include personal vehicles. General Manager Love added that the renter is required to provide a \$1,000,000 general liability insurance policy. Vice Chairman Engell noted a correction to section 1.3.1 of Policy #4001 that should read “Accommodates up to 96 people seated in a banquet configuration **or** 130 people in a classroom configuration or round table configuration.” - No Action
 - B. Adopt Hall Use Agreement Application – Chairman Kilmer stated that the “\$500.00 security deposit” on the Use Agreement Application should be changed to \$750.00 to match the Reception Hall Fee Schedule. Boardmember Engell stated that \$1,000,000.00 general liability insurance policy should be required for any renter regardless of the purpose of use. A motion was made by Boardmember Falati, seconded by Boardmember Jones. The motion passed unanimously.
 - C. Adopt Hall Fee Schedule – Boardmember Falati amended his previous motion on Agenda Item 6A to include Agenda Items 6B, 6C and 6D, seconded by Vice Chairman Engell. The motion passed unanimously.
 - D. Adopt Hall Rental Charges & Harmless form - Boardmember Falati amended his previous motion on Agenda Item 6B to include Agenda Items 6A, 6B, 6C and 6D, seconded by Vice Chairman Engell. The motion passed unanimously.
 - E. Review non-resident sales – No Action
 - F. Review District Fee Schedule – Boardmember Falati suggested the District Fee Schedule be researched and analyzed by the Finance Committee and reported back to the Board with a recommendation. – No Action
 - G. Approve change in signing privilege for First Northern Bank – A motion was made by Boardmember Falati, seconded by Vice Chairman Engell. The motion passed unanimously.
 - H. Approve Appropriation Transfer for Purchase of the dump truck – A motion was made by Vice Chairman Engell, Seconded by Boardmember Jones. The motion passed unanimously.

7. UNFINISHED BUSINESS

A. Future Projects and Development

1. One to Five Year Project Plans – Chairman Kilmer recommended that the Columbarium project at Rockville Cemetery be moved from the 2 Year Plan to the 1 Year Plan so that it can be budgeted for the next fiscal year. Chairman Kilmer also recommended that securing the property for the Maine Prairie Cemetery be added to the 2 Year Plan. – No Action

2. Erik Lees & Associates – Suitability Study for Future Cemetery Land Update – General Manager Love reported that she spoke with Erik Lees from Lees & Associates and he informed her that he requested imaging from the County so that he can proceed with the suitability study. Boardmember Robinson reported that he contacted Rob Henley of A2R Architects who provided a pdf of a preliminary study done by a civil engineer at the District’s request. The pdf was forwarded to Erik Lees of Lees & Associates. Boardmember Robinson also contacted Dave Feinstein, the City of Fairfield’s Planning Division Manager who provided site studies which were also forwarded to Erik Lees of Lees & Associates. – No Action

8. COMMITTEE REPORTS

A. Finance Committee – None

B. Building and Projects Committee – General Manager Love reported that the automatic gate at Rockville Cemetery is close to completion. General Manager Love stated that there was a question of whether the gate company was going to install the electrical for the automatic gate or if the District would need to hire an electrician to install the electrical. General Manager Love said that she would be following up with Hines Custom Fence to determine who will install the electrical for the automatic gate.

C. Personnel Committee – Dissolved - None

9. STAFF REPORTS – General Manager Love reported that an oak tree fell over the weekend at Rockville Cemetery which caused minimal damage and has since been removed. General Manager Love also reported that there was an incident at the Rockville Cemetery where a woman was aggressed upon by a male who was verbally threatening her life. The sheriff was called however the woman left before they arrived.

10. TRUSTEE REPORT – None

11. ADJOURNMENT

The meeting adjourned at 10:16 a.m. The next meeting will be October 18, 2021 at 9 a.m.

Respectfully submitted

James Robinson, Secretary
By Dolores Hernandez