

Solano Cemetery District
Board of Trustees Meeting
September 14, 2020

The Board of Trustees of the Solano Cemetery District met in regular session on September 14, 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** - Boardmember Ellsworth led the flag salute.
4. **PUBLIC COMMENT** - None
5. **CONSENT CALENDAR** A. Approval of August 10, 2020 Meeting Minutes and FY 2020-21 Budget Approval Signature Page ; B. Approval of August 2020 Revenue and Expense Report; C. Stifel-Endowment Care Fund and Reserve Fund - Month End Reports. A motion was made by Boardmember Ellsworth, seconded by Boardmember Little approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Discuss Purchasing a Bier to Accommodate Funeral Homes When Pall Bearers are Unavailable After some discussion, the Board agreed not to purchase the Biers.
 - B. Discuss Order of Restitution for April 1, 2019 Break In and Robbery at the Rockville Cemetery General Manager Goodrich reported that the person responsible for the break in was convicted and ordered to pay the District \$3,821,22. She will register the "Order of Restitution" with the Credit Bureau.
7. **UNFINISHED BUSINESS**
 - A. Future Projects and Development
 1. One to Five Year Project Plans - Chairman Kilmer requested that we get an estimate for installing security cameras on the bike paths (linear trail) at the Suisun-Fairfield cemetery be added to the one-year plan. General Manager Goodrich presented a picture of the planned Train Station project. She noted that the plan includes a new community named One Lake which is now advertising online. She signed up as an "interested party" on Onelake.com to stay informed and receive updates as phases of the project are developing.
 2. New Office Building - See 8.B.
8. **COMMITTEE REPORTS**
 - A. Finance Committee - No report.
 - B. Building and Projects Committee - Vice Chairman Robinson stated that the Building and Projects Committee met on September 9 with Rob Henley, A2R Architects and Kimo, lead person for Swank Construction. The following matters were discussed: Crossbore procedure, an underground inspection with a camera will be performed on septic system and other underground installations. This was coordinated with PG&E who will be boring across Suisun Valley Road and continuing into the District; the construction schedule was updated by Kimo; the counter tops in the bathrooms are scheduled to be installed or September 15,

plumbing after that. After an electrical inspection, the ceiling tile will be installed; columns are to be installed on September 10. Concerns were expressed about irrigation wiring. The painter found fine cracks in the exterior stucco. He was concerned; however, Rob Henley and Swank Construction are noting that this is not uncommon.

9. STAFF REPORTS

General Manager Goodrich reported that the air conditioning overflow at the Suisun Fairfield office was reconstructed to trouble shoot the rusty water that has been draining below the roof. The building was power washed and painted. The wrought iron fence and light covers were also painted. Staff will plan a work day to remove the rust from the sidewalk and windows. There has been an issue with people hanging out in the Columbarium and charging their phones with the electrical outlets. An electrician was hired to install locked metal security boxes to cover the outlets which will stop the people from charging their phones. General Manager Goodrich also addressed the issue of the three properties affected with the address of the new building and the reason the mail is not coming to our address. It was agreed that Chairman Kilmer and General Manager Goodrich would take care of this.

General Manager Goodrich and Chairman Kilmer met with the designer Donna Lucchio to select furnishings for the administrative work areas, lobby and reception hall. For cost savings and maintenance purposes, a change has been made to the lobby area. Instead of carpeting they will be installing waterproof vinyl. Carpeting will be installed under the couches. Walk up /in mats will be placed at the entry doors. The building should be completed by the end of October.

On August 19 a gigantic tree fell from the SID property onto the graves in the Old Section of the Rockville Cemetery. There was no damage to graves or headstones. SID responded and removed the tree and debris. The Cyclone fence was repaired.

10. TRUSTEE REPORT

Boardmember Little stated that she does not like the first gate (closest to the Church) being closed. She asked that it be open during the day, also there are no garbage cans.

11. ADJOURNMENT

The meeting adjourned at 9:44 a.m. The next meeting will be Tuesday, October 13, 2020 at Rockville Cemetery.

Respectfully submitted,

Mary Ellsworth, Secretary