

Solano Cemetery District
Board of Trustees Meeting
Feb. 14, 2022

The Board of Trustees of the Solano Cemetery District met in regular session on February 14, 2022, at the Rockville Cemetery.

1. **CALL TO ORDER** – Chairman Engell called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG** – Chairman Kilmer led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Vice Chairman Jones, Boardmembers Kilmer, Robinson, and Falati
STAFF PRESENT: General Manager Love, Administrative Assistant Hernandez
PUBLIC PRESENT: Dwight Bowerman
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of January 10th, 2022 Regular Meeting Minutes; B. Approval of January 2022 Revenue and Expense Report; A motion was made by Boardmember Falati, seconded by Boardmember Robinson approving the Consent Calendar as received. The motion passed unanimously.
6. **NEW BUSINESS**
 - A. Review Jim Parr’s Lease – No Action
 - B. Review Policy #6000 and Rules and Regulations – General Manager Love suggested that Policy #6000.22 be modified to be more specific about the “regular schedule” for removing dead or discolored real or artificial flowers. Boardmember Kilmer stated that he does not think there should be a set schedule for removing flowers. Boardmember Kilmer suggested that real and artificial flowers that are dead or discolored should be removed at the discretion of the district. General Manager Love stated that she will be meeting with the grounds crews at both cemeteries to confirm that the procedure for removing dead or discolored flowers is the same at both locations.
7. **UNFINISHED BUSINESS**
 - A. Future Projects and Developments -
 1. One to Five Year Project Plans – Boardmember Kilmer stated that in previous discussions the Board had decided that the first section of the berm to be developed was going to be for upright markers. Boardmember Kilmer suggested that the development of the berm section for upright markers be included in the 2022-2023 Budget.
8. **COMMITTEE REPORTS**
 - A. Finance Committee – Boardmember Jones reported that he and Boardmember Falati had met with General Manager Love and Administrative Assistant Hernandez to go over the budget. Boardmember Falati suggested the Finance Committee, General Manager Love and Administrative Assistant Hernandez meet again in March to work on the 2022-2023 Budget.
 - B. Building and Projects Committee – Chairman Engell reported that the north side of the parking lot at the new administration building at the Rockville Cemetery had been sealed and the road and tree work at the Suisun-Fairfield Cemetery had been completed. General Manager Love reported that Swank Construction had been out to work on outstanding punch list items.

9. **STAFF REPORTS** – General Manager Love reported that the gutters at the Stone Chapel have been installed. General Manager Love stated that she was still waiting for a response from the City of Fairfield regarding the property for the new cemetery. General Manager Love confirmed which Boardmembers are going to the CAPC Conference and also confirmed that all Boardmembers received the email regarding the 700 Form. General Manager Love spoke with two tree companies and asked them to give her quotes and recommendations for tree maintenance and/or removal so that these items can be included in the 2022-2023 Budget.

10. **TRUSTEE REPORT** – None

11. **CLOSED SESSION** – Personnel Issues

12. **Resume Open Session** – Chairman Engell reported that the Board met in a closed session to discuss personnel Issues – No Action

13. **Adjournment**

The meeting adjourned at 9:45 a.m. The next meeting will be March 14, 2022 at 9 a.m.

Respectfully submitted

James Robinson, Secretary
By Dolores Hernandez