

Solano Cemetery District
Board of Trustees Meeting
November 14, 2022

The Board of Trustees of the Solano Cemetery District met in regular session on November 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** – Boardmember Dodini led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Vice Chairman Jones, Boardmembers Robinson, Falati and Dodini.
STAFF PRESENT: Interim General Manager Hernandez, Family Services Coordinator Carlson
PUBLIC PRESENT: None
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of October 17, 2022 Regular Meeting Minutes; B. Approval of October 2022 Revenue and Expense Report; A motion was made by Boardmember Dodini, seconded by Boardmember Jones approving the Consent Calendar as received. The motion passed unanimously.
6. **CLOSED SESSION:** (Pursuant to Government Code Section §54957)
A. Public Employee Appointment – Convene to Closed Session.
7. **Reconvene to Open Session**
8. **Report on Closed Session** – Chairman Engell reported that the Board discussed appointing Dolores Hernandez as General Manager. Boardmember Falati made a motion to appoint Dolores Hernandez as General Manager of Solano Cemetery District, seconded by Boardmember Robinson. The motion passed unanimously by roll call vote.
9. **New Business**
A. Approval of Audit Engagement Letter for Larry Bain, CPA to provide Audit Services for the Fiscal year 2021-2022 – A motion was made by Boardmember Dodini not to exceed \$13,500.00, seconded by Boardmember Jones. The motion passed unanimously.
B. Review District Salary Schedule – No Action
C. Review Appropriation Transfer for the New Niche Area at Rockville Cemetery – No Action
10. **Unfinished Business**
A. Future Projects and Development
1. One to Five Year Project Plans – General Manager Hernandez reported on her correspondence with Caroline Vedder with City of Fairfield regarding the future cemetery site. – No Action
11. **Committee Reports**
A. Finance Committee – None
B. Building and Projects Committee – Boardmember Robinson reported that he has been in touch with Western Sign Company to get a quote and samples of materials to be used for building signage at the New Administration Building at Rockville Cemetery. Chairman Engell reported that the foundation for the new columbarium is complete.
12. **Staff Reports** – General Manager Hernandez reported that 2 Office Assistants and 1 Cemetery Worker have been hired and started their employment with the District on November 14, 2022. General Manager Hernandez reported that tree removal and maintenance work will begin on November 11, 2022 at Rockville Cemetery and then continue on at Suisun-Fairfield Cemetery. The tree work should take approximately 3 days. General Manager Hernandez also reported that Rockville Cemetery and Suisun-Fairfield Cemetery have pesticide inspections scheduled by Solano County Department of Agriculture on November 30, 2022.

13. Trustee Report – Boardmember Falati reported that the Solano County Planning Commission will be meeting November 17, 2022 at 7 p.m. regarding upcoming projects in the Suisun Valley.

14. Adjournment – The meeting adjourned at 10:03 a.m.

The next meeting will be December 12, 2022 at 9 a.m.

Respectfully submitted

James Robinson, Secretary
By Tere Carlson