

Solano Cemetery District
Board of Trustees Meeting
June 19, 2023

The Board of Trustees of the Solano Cemetery District met in regular session on June 19, 2023, 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 Robinson led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Boardmembers Robinson, Dodini and Jones.
Absent: Boardmember Falati

STAFF PRESENT: General Manager Hernandez, Administrative Assistant Rita Torres

PUBLIC PRESENT: Dwight Bowerman

4. **PUBLIC COMMENT** – Mr. Bowerman commented on various minor repairs on the Stone Chapel that have been made by Church of Christ.

5. **CONSENT CALENDAR** A. Approval of May 8, 2023 Regular Meeting Minutes; B. Approval of May 2023 Revenue and Expense Report. A motion was made by Boardmember Dodini, seconded by Vice Chairman Jones approving the Consent Calendar as received. The motion passed 4-0.

6. **NEW BUSINESS:**

- A. Presentation of Cemetery Software by Chris Kuo and Mark Anthony of Cemsites – No Action
- B. Approval of Revision of Price for Niches in New Columbarium – A motion was made by Boardmember Dodini, seconded by Boardmember Robinson to approve revision to pricing of New Columbarium. The motion passed 4-0.
- C. Review Draft Budget for Fiscal Year 2023-24 – No Action
- D. Approval to purchase a lowering device for Rockville Cemetery using surplus budgeted funds for equipment- A motion was made by Boardmember Dodini, seconded by Vice Chairman Jones to approve the purchase of a new lowering device using surplus budgeted funds for equipment. The motion passed 4-0
- E. Approval to transfer 50 percent of Plot Sales and 50 percent of Nonresident Fees to Reserve Account 0196-1960736 Future Capital at the end of the 2022-23 fiscal year for future needs of Solano Memorial Cemetery to be reviewed on a yearly basis. – A motion was made by Vice Chairman Jones, seconded by Boardmember Dodini to approve the transfer of 50 percent of Plot Sales and 50 percent of Nonresident Fees to Reserve Account 0196-1960736 Future Capital for future needs of Solano Memorial Cemetery – The motion passes 4-0

7. **Unfinished Business**

- A. Future Projects and Development
 1. One to Five Year Project Plans – General Manager Hernandez suggested moving the “Preliminary drawings for the Solano Memorial Cemetery” from the 2 Year Plan to the 5 Year Plan.

8. **Committee Reports**

- A. Finance Committee – Vice Chairman Jones reported that employee uniforms, new cemetery software, and the PG&E’s 50 percent Payment Allowance Contract for the New Administration Building were the topics discussed in the Budget Committee Meeting with General Manager Hernandez and Boardmember Falati.
- B. Building and Projects Committee – None

9. **Staff Reports** – General Manager Hernandez reported that the dirt adjacent to Lawn E has been removed and the

ground has been leveled.

10. Trustee Report – Vice Chairman Jones suggested that General Manager Hernandez review Jim Parr’s Lease.

14. Adjournment – The meeting adjourned at 11:00 a.m.

Respectfully submitted

James Robinson, Secretary
By Rita Torres