

Solano Cemetery District
Board of Trustees Meeting
November 18, 2024

The Board of Trustees of the Solano Cemetery District met in regular session on November 18, 2024, 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 Jones led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Vice Chairman Jones, Secretary Robinson, Boardmember Falati and Boardmember Dodini

STAFF PRESENT: General Manager Hernandez, Administrative Assistant Torres and Maintenance Supervisor Ramirez

PUBLIC PRESENT: Dwight Bowerman

4. **PUBLIC COMMENT** – Dwight Bowerman commented that Church of Christ is vacuuming the new pew covers twice a month to remove any lint that may accumulate on the cushions. Dwight also asked that the District let him know ahead of time when Austin's Air Conditioning and Heating is coming to do the maintenance on the Stone Chapel heating and ventilating unit so that he can meet them there to go over everything that needs to be done.

5. **CONSENT CALENDAR** A. Approval of October 21, 2024 Regular Meeting Minutes; B. Approval of October 2024 Revenue and Expense Reports; C. Review Budget Status, Trial Balance and Endowment Funds Reports - A motion was made by Boardmember Falati, seconded by Boardmember Dodini to approve the Consent Calendar. The motion passed 5-0.

6. **NEW BUSINESS** –

A. Approval of Policy #6003 Display of Flags on District-Owned Flagpoles – A motion was made by Vice Chairman Jones, seconded by Boardmember Falati to approve Policy #6003 Display of Flags on District-Owned Flagpoles. The motion passed 5-0

B. Approval of Revision to Policy #5001 Interment Policy – General Manager Hernandez requested that the Board approve the revision to Policy #5001 Interment Policy to include 5001.5 which states that a casket is required for all full body burials. A motion was made by Boardmember Falati, seconded by Boardmember Dodini, to approve the revision to Policy 5001 with the caveat that we notify the local funeral homes of the revision. - The motion passed 5-0

C. Approve the Sale of 1984 Ford 445A Loader Backhoe – Boardmember Falati suggested that the “Junked Certificates” in Policy #5020 Disposal of Surplus Equipment be changed to “Salvaged Value Certificate.” A motion was made by Boardmember Dodini, seconded by Boardmember Falati to approve the sale of the 1984 Ford 445A Loader Backhoe with a minimum bid \$3,500.00 and that the wording in Policy #5020 Disposal of Surplus Equipment be changed from “Junked Certificates” to “Salvaged Value Certificates.” The motion passed 5-0

7. **UNFINISHED BUSINESS**

A. Future Projects and Development

1. One to Ten Year Project Plans – Vice Chairman Jones recommended that roll up doors for the tractor shed at Rockville Cemetery and an equipment trailer be added to the 1 Year Plan.

8. **COMMITTEE REPORTS**

A. Finance Committee – No new items to report at this time.

B. Building and Projects Committee – No new items to report at this time.

9. Staff Reports – General Manager Hernandez reported that the new employee started and is training at Rockville Cemetery; General Manager Hernandez and Administrative Assistant Torres are currently preparing for the 2023-24 audit; Auditor Larry Bain will be coming to do his field work on January 6th and 7th. Maintenance Supervisor Ramirez reported that a section of sprinklers at Suisun-Fairfield Cemetery have been upgraded.

10. Trustee Report – Vice Chairman Jones reported that he is going to contact Garton Tractor to check on the status of the new backhoe. Boardmember Dodini reported that we are still waiting on quotes for the landscaping for the Columbarium and the Lawn F Niches at Rockville Cemetery.

11. Adjournment – The meeting adjourned at 9:30 a.m.

Respectfully submitted,

James Robinson, Secretary
By Rita Torres