

Solano Cemetery District
Board of Trustees Meeting
December 9, 2024

The Board of Trustees of the Solano Cemetery District met in regular session on December 9, 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** – Secretary Robinson led the flag salute.
3. **ROLL CALL: TRUSTEES PRESENT:** Chairman Engell, Vice Chairman Jones, Secretary Robinson, Board member Falati and Board member Dodini

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

PUBLIC PRESENT: Dwight Bowerman
4. **PUBLIC COMMENT** – None
5. **CONSENT CALENDAR** A. Approval of November 18, 2024 Regular Meeting Minutes; B. Approval of November 2024 Revenue and Expense Reports - A motion was made by Board member Dodini, seconded by Secretary Robinson to approve the Consent Calendar. The motion passed 5-0.
6. **NEW BUSINESS** –
A. Discuss Strategic Plan, Capital Improvement Plan and Succession Plan – General Manager Hernandez explained that Solano LAFCO (Local Agency Formation Commission) has requested information regarding the District’s current policies and plans. Solano LAFCO also asked if the District is planning on preparing a Strategic Plan, Capital Improvement Plan and Succession Plan and if so, what is timeline for the completion of these plans. General Manager Hernandez will reach out to other cemetery districts who have these plans in place to get information on preparing them – No Action
7. **UNFINISHED BUSINESS**
A. Future Projects and Development
 1. One to Ten Year Project Plans – General Manager Hernandez stated that the rollup doors for the tractor shed at Rockville Cemetery and the purchase of an equipment trailer were added to the 1 Year Plan.
8. **COMMITTEE REPORTS**
A. Finance Committee – No new items to report at this time. Board member Falati reported that the District is financially sound.
B. Building and Projects Committee – No new items to report at this time.
9. **Staff Reports** – General Manager Hernandez reported that a second Cemetery Worker has been hired to work at Suisun-Fairfield Cemetery; The landscaping around both niche areas at Rockville Cemetery will start on December 17th and will take about a week to complete; Cemsites Software will be available on the District website in January of 2025; Sealed bids for the 1984 Ford 445A loader backhoe will be reviewed at the January 13, 2025 Board Meeting. Maintenance Supervisor Ramirez reported to the Board that the new Cemetery Worker is in training and doing very well; There were slight modifications to the landscaping plan around the Lawn F Niches; A dumpster has been ordered for the green yard waste at Rockville Cemetery
10. **Trustee Report** – Board member Falati expressed his appreciation to Secretary Robinson for his 20 years of service to Solano Cemetery District. Vice Chairman Jones gave an update on the estimated time of arrival of the new

backhoe. Board member Dodini reported that he has been working with General Manager Hernandez on the landscaping for the niche areas at Rockville Cemetery. Board member Dodini thanked Secretary Jim Robinson for his service to the District. Secretary Robinson expressed his appreciation to his fellow Board members and the District staff for their hard work and professionalism. Secretary Robinson said that as he steps down at the end of his term, he is proud that the District is in such good shape and in good hands for the future.

11. Adjournment – The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Secretary

By Rita Torres