

## Vacaville-Elmira Cemetery District Board of Trustees, June 9, 2026

Chairman Rushford called the meeting in order at 3:00pm.

**Present:** Elota Dorjahn, Ronald Rushford, Wendy Wigmore, Aaron Love and Milton Steck

**Staff Present:** Heather Strachan

**Minutes:** Wigmore moved to approve minutes for April, Love seconded.

**Claims:** Wigmore moved to approve the claims for April, Steck seconded. Wigmore moved to approve the claims for May, Rushford seconded.

**Correspondence:** 1. CA Special District: Strachan gave the magazine out.

**Old Business:** 1. Road work/maintenance: Strachan states that she was not able to gather enough bids so we will table this agenda item until later in the year. 2. Columbarium niches: Strachan handed out two brochures that show pre-fab niche banks and spoke about developing the area on the east side of the grounds next to the wall that separates the cemetery from the neighborhood. She will be working on planning out the section as far as niche placement and landscape and will present it to the board once plans are ready to be voted on. Discussion.

**New Business:** 1. Signing authority - Solano County: Strachan handed the form to the board and asked them to sign next to their names. This is a required annual form for the County ACO's office. 2. Preliminary budget FY 2026/27: Strachan handed those present the prepared preliminary budget and states the spreadsheet is the itemized budget showing each individual budget category and the second sheet titled budget notes is the highlights. Discussion. Strachan states that part of the annual budget is going over staff payrates and proposed increases. Strachan hands out a sheet showing the current payrate as well as a 2% to 3% cost of living increase for each employee. She states that she does review the salaries of neighboring districts via the California Association of Public Cemeteries (CAPC) salary survey. Steck asks what cost of living is up to, Love answered just over 4%. He also shared that the county just gave their staff a 3% increase Love also said the District Manager has done an excellent job and continues to find ways to increase the cemeteries revenue, such as the new niche area. After some discussion, Dorjahn moved to approve the preliminary budget as presented and to implement a 3% employee pay increase. The wage increase will go into effect on June 21st, and the adjusted rate of pay will be reflected on the first pay date in July. The motion was seconded by Steck.

**Ayes: 5 Noes: zero**

3. Price increase review: Strachan hands out the CAPC cost survey. She states that she has highlighted the districts that are in the closest proximity. From her findings our district is in line with some other districts pricing and below several others. She asks for approval to increase the full-size plots as well as the in-ground cremation plots pricing by an even \$100. After some discussion Wigmore moves to approve the price increase effective July 1<sup>st</sup>, Love seconded.

**Ayes: 5 Noes: zero**

**Public Comments:** none present

**Trustee Comments:** none

**Staff & Management Comments:** Strachan shared that there were 16 burials in April with 14 cremations and 14 in May with 8 cremations.

**Adjournment:** Having no further business to discuss Rushford adjourned at 4:37pm.

Respectfully submitted by

Heather Strachan, District Manager