

Vacaville-Elmira Cemetery District Board of Trustees, February 7, 2023

Chairman Rushford called the meeting to order at 4:10pm.

Present: Rushford, Wigmore, Steck, Dorjahn **Also Present:** Sandra Wheeler – Stifel Investments

Staff Present: Strachan, Franco and Sanchez.

Minutes: Steck moved to approve minutes for December, Dorjahn seconded.

Claims: Rushford moved to approve the claims for December, Steck seconded. Rushford moved to approve the claims for January, Steck seconded.

Rushford states that out of respect for Sandra's time we will begin the meeting with line one of new business.

New Business: 1. Annual investment report Sandra Wheeler – Stifel Investments: Sandra begins the report by sharing that this is the first time the bond index has suffered losses in double digits. Of the 2.6 million in holdings the District has 1.7 is in the endowment fund and \$337,168 in endowment interest that the District can use since it is "liquid" funds. She states that since the District has been financially well managed, there has not been a need to pull those funds. But they are there if we ever need them. Steck asks about why we only invest in Bonds, answer is government code requirement. Steck asks about cash in Solano County Treasury. Discussion. Sandra continues with the report ending with the board discussing investing more money from the general fund in the near future.

Correspondence: 1. CSDA board member handbook: Strachan states that the CSDA sends out this board member handbook once a year.

Old Business: 1. Equipment purchase update – Tractor & Backhoe: Strachan stated that the plant that manufactures the backhoes went on strike. The strike has ended now but this delayed our delivery until May. Strachan also mentioned Sonsray has been looking to trade with another dealership for us. If they find one we will get ours sooner. The tractor is due to be delivered in April. 2. Old Equipment sale update: Strachan stated we sold our tractor and backhoe on GovDeals website and received a total of \$14,000.00 for both. \$4,800 for the tractor and \$9,200 for the backhoe. Strachan states the funds from this will go back into the same account that we used to purchase our new equipment.

New Business: 1. Annual investment report Sandra Wheeler – Stifel: See above. 2. 700 Forms: Strachan hands the forms to the board and mentions that Wigmore submitted her form online. Strachan will turn the forms in at the county this month. They are due April 1st. 3. Gate keeper position & pay review: Rushford calls for closed session, Sanchez and Franco are excused. Strachan shares the immense commitment it is to the gatekeeper as they have to open the gate every single day that we are not in the office regardless of holiday or illness. They also must close daily, 365 days a year. This task has been being handled by two employees for the last year and they are asking for someone else to take over. Strachan states that they are willing to open the gate daily, but the closing

responsibility has becoming too much. She will advertise the position in the classified section and asks that a flat rate be offered. Discussion. Steck suggests that we no longer follow the “close at dusk” rule and instead have a set closing time of 6pm during day light saving time and 8pm the rest of the year. Discussion. Strachan will update the board if and when we are able to hire someone. 4. Price increase review – vaults: Strachan stated that Whitted Funeral Supply closed their Northern California division and no longer service our area. We have started purchasing our vaults from Cordeiro again. Cordeiro charges about \$110 more per vault. Strachan shares that we still have a decent profit margin and recommends that we hold off on any price increase for now. Discussion. Board agrees, we will revisit as needed.

Public Comments: None

Trustee Comments: Steck asks if we can move April’s meeting date to the 18th instead of the 11th.

Staff & Management Comments: Rushford asks if the employees are happy. Franco and Sanchez both answer yes, they are very happy here. Strachan shared that we had 11 burials in December 4 were cremation and 19 in January, 7 were cremation.

Having no further business to discuss Rushford moved to adjourn at 5:09pm

Respectfully submitted by Klorisa Sanchez Secretary to the board.