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Minutes
REGULAR MEETING
Wednesday, October 21, 2020
4:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 4:00 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow and Trustees Barbara Guise and Deborah Spinola. *Staff Members present:* District Manager Aurora Garcia and Co-Manager Patricia Howard

PUBLIC COMMENTS – None.

ADOPTION OF AGENDA – It was moved by Guise, second by Spinola to adopt the agenda as presented. *Vote:* Ayes – Guise, Spinola, and Bristow. Noes – 0.

CORRESPONDENCE – None

MINUTES FOR APPROVAL – It was moved by Guise, second by Spinola to approve August 19, 2020 minutes as presented. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0.

FINANCIAL

1. **Approval of Warrants** – It was moved by Guise, second by Spinola to approve warrants August 2020 and September 2020. *Vote:* Ayes – Guise, Spinola and Bristow. Noes -0.
2. **Income/Expenditures** – Income and expenditure reports were given to the Board of Trustees for the months of August and September 2020.

UNFINISHED BUSINESS

1. **Tablets for Trustees** – It was moved by Spinola, second by Guise to purchase tablets due to COVID-19 pandemic. *Vote:* Ayes – Spinola, Guise and Bristow. Noes – 0.

NEW BUSINESS

1. **Flower Policy** – To be reevaluated on December board meeting.
2. **Burial Attendance Policy / Fines** – It was moved by Guise, second by Spinola to allow only 50 people to attend on a gravesite burial following COVID- 19 requirement. It was moved by Guise, second by Spinola to addressed families who don't follow policies by first
3. **Wreaths Across America** –
4. **GASB 68** –
5. **Headstone setting by monument companies**–
6. **Historical Cemetery Book** – It was moved by Spinola, second by Guise to do a 8 ½ x 11 back to back page book for the historical cemetery book. *Vote:* Aye – Spinola, Guise, and Bristow. Noes – 0.
7. **Arbor Estimates** – It was moved by Guise, second by Spinola to hire Atlas Tree Service Inc for all the tree cleaning on cemetery. *Vote:* Ayes – Guise, Spinola, and Bristow. Noes – 0
8. **Fee Increase** – It was moved by Guise, second by Spinola to increase cemetery fees. *Vote:* Ayes – Guise, Spinola, and Bristow. Noes – 0.
9. **Employee Appreciation Dinner (Christmas)** – It was moved by Guise, second by Spinola for the employee appreciation dinner to held depending on a restaurant's restrictions due to COVID -19. *Vote:* Ayes – Guise, Spinola, and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – December 16, 2020 at Union Cemetery District.

ADJOURN: 5:00 pm