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Minutes
REGULAR MEETING
Wednesday, OCTOBER 20, 2021
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, Trustee Barbara Guise and Trustee 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 –

1. CAPC Annual Education Seminar
2. CAPC 2022 Board of Directors Election
3. Various emails from CAPC and CSDA regarding laws, policies and COVID.

MINUTES FOR APPROVAL – It was moved by Guise, second by Spinola to approve the August 18, 2021, minutes as presented. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0.

FINANCIAL

1. **Approval of Warrants** – It was moved by Spinola, second by Guise to approve the warrants of August and September 2021. *Vote:* Ayes – Spinola, Guise and Bristow. Noes – 0.
2. **Income and Expenditure Reports** – Were given to the Board of Trustees for the months of August and September 2021.

UNFINISHED BUSINESS

1. **American Legion Post 202** – It was moved by Spinola, second by Guise to approve the update to the Veteran's memorial as submitted. *Vote:* Ayes – Spinola, Guise and Bristow. Noes – 0.
2. **Project Manager** – It was moved by Spinola, seconded by Guise to hire Al Olson of Any Angle Construction to manage the upcoming new office project. He will be paid 15% (percent) of the total cost of the project up to \$500,000. Costs \$500,001 and over, he will be paid 11% (percent) of the total project.
Vote: Ayes – Guise, Spinola and Bristow. Noes – 0.

NEW BUSINESS

1. **2020/2021 Annual Report** – It was moved by Guise, seconded by Spinola to approve the Annual Report. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0.
2. **Public Policy** – It was moved by Spinola, seconded by Guise to approve the Annual Report. *Vote:* Ayes – Spinola, Guise and Bristow. Noes – 0.
3. **Employee Appreciation Christmas Dinner** – It was moved by Guise, seconded by Spinola to approve the Employee Appreciation dinner on Tuesday December 21, 2021, at Sweeney's. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – DECEMBER 21, 2021, at Union Cemetery District.

ADJOURN: 5:55 pm