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Minutes
SPECIAL MEETING
Thursday, July 27, 2020
10:00 a.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 9:58 a.m. by Chair Patricia Bristow.

ROLL CALL – *Present:* Chair Patricia Bristow, Trustee's Barbara Guise and Deborah Spinola. *Staff Members present:* District Manager Aurora Garcia.

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.

NEW BUSINESS- Discussion & Possible Action

1. **Hire Patricia A. Howard** – It was moved by Spinola, second by Guise to hire Patricia A. Howard as the Co-Manager of Byron-Brentwood-Knightsen Union Cemetery District. Patricia will manage David in all Human Resources and personnel matters. The attorney will draft the parameters of the relationship and it will be brought back to the next meeting for board approval. *Vote:* Ayes – Spinola, Guise and Bristow. Noes – 0.

UNFINISHED BUSINESS – Discussion & Possible Action

1. **Approve Leasing Contract to Tom Bloomfield and Associated Partners** – It was moved by Guise, second by Spinola to approve the leasing contract to West Delta Properties. Leasing contract at District Office. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0
2. **Approve the Purchase for property 11215 Brentwood Blvd.** – Escrow was canceled.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – August 19, 2020 at Cemetery Office

ADJOURN: This meeting was adjourned at 10:45 am