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Minutes
REGULAR MEETING
Wednesday, December 18, 2019
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, Trustees Barbara Guise and Deborah Spinola. *Staff Members present:* Interim District Manager Garcia 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.

CORRESPONDENCE – None

CONSENT CALENDAR

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

FINANCIAL APPROVAL OF WARRANTS – It was moved by Guise, second by Spinola to approve these warrants as presented. *Vote:* Ayes – Guise, Spinola and Bristow. Noes -0.

UNFINISHED BUSINESS

1. **LAFCO Municipal Service Review/City of Oakley** – Lou Ann Texeria, Executive Director of LAFCO provided an update and answered board members questions in regarding a possible SOI with the City of Oakley. Board members decided to table the discussion until next board meeting on Wednesday, January 15, 2020 for a final decision to this matter.
2. **District Property/Bloomfield** – It was moved by Spinola, second by Guise to authorize Bristow to sign a new retainer agreement with Law Offices of David J. Larsen. *Vote:* Ayes-Spinola and Guise. Noes-0
3. **Interviews for Temporary Assistant Manager Position** – It was moved by Spinola, second by Guise to change the Assistant Manager Position to a temporary full time position with a work schedule of Monday – Friday from 8:00 am to 4:30 pm. *Vote:* Ayes-Spinola, Guise and Bristow. Noes-0

CLOSED SESSION- (PURSUANT TO CALIFORNIA GOVERNMENT CODE § 54956.9)

Closed Session began at 4:48 pm

Present: Chair Patricia Bristow, Trustee Barbara Guise and Trustee Deborah Spinola

- A) ANTICIPATED LITIGATION

OPEN SESSION- (PURSUANT TO CALIFORNIA GOVERNMENT CODE § 54956.9)

The District returned to open session at 5:02 pm.

- A) No reportable action taken.

NEW BUSINESS-DISCUSSION & POSSIBLE ACTION

It was moved by Spinola, second by Guise to have regular board meetings every month on the third Wednesday of the month at 4:00 pm, rather than having them every third month. *Vote:* Ayes-Spinola, Guise and Bristow. Noes-0

It was moved by Spinola, second by Guise to appoint District Manager, Patricia Howard from Alamo-Lafayette Cemetery District to be a District Consultant with predetermined hours and days to work with and train Interim District Manager Garcia, Aurora Garcia. *Vote:* Ayes-Spinola, Guise and Bristow. Noes-0

It was moved by Guise, second by Spinola to approve Interim District Manager Garcia, to take classes to prepare for her role as District Manager. *Vote:* Ayes-Guise, Spinola and Bristow. Noes-0

It was moved by Spinola, second by Guise to authorize Interim District Manager Garcia to research and contract with Hugh Net for internet service.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – January 15, 2020 at Cemetery Office.

ADJOURN: This meeting was adjourned at 5:30 pm.