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**Minutes**  
**REGULAR MEETING**  
**Wednesday, February 19, 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, Trustees Barbara Guise and Deborah Spinola. *Staff Members present:* Interim District Manager Aurora Garcia and Office Assistant Christina Birk. Patricia Howard, District Manager of the Alamo-Lafayette Cemetery District was also in attendance.

**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. LAFCO Announcement of Upcoming Special District Seat, Call for Nominations and Names of District Voting Delegates.

2. 2019-2020 Contra Costa County, Property Tax Administration Charges

**CONSENT CALENDAR** – It was moved by Guise, second by Spinola to adopt the consent calendar as presented. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0.

**MINUTES FOR APPROVAL** – It was moved by Guise, second by Spinola to approve January 15, 2020 minutes as presented. *Vote:* Ayes – Guise and Spinola, Bristow. Noes – 0.

**FINANCIAL**

1. **Approval of Warrants** – It was moved by Spinola, second by Guise to approve warrants January 1, 2020 through February 1, 2020. *Vote:* Ayes – Spinola, Guise and Bristow. Noes -0.

2. **Income/Expenditures** – Income and expenditure reports were given to the Board of Trustees for the months of October, November and December 2019, and January 2020.

**UNFINISHED BUSINESS**

1. **District Property/ Bloomfield** – Interim District Manager Garcia, will place a leasing sign on the Bloomfield property. Applications are available at the District Office for interested parties.

**NEW BUSINESS**

1. **Byron-Brentwood-Knightsen Union Cemetery District Bylaws** – It was moved by Guise, second by Spinola to pass Bylaws. *Vote:* Ayes – Guise, Spinola, and Bristow. Noes – 0.

2. **District Manager Job Description** – It was moved by Spinola, second by Guise to approve the district manager job description. *Vote:* Ayes – Spinola, Guise, and Bristow. Noes – 0.

3. **District Manager Purchase Agreement** – It was moved by Spinola, second by Guise to approve the district manager purchase agreement. *Vote:* Ayes – Spinola, Guise, and Bristow. Noes – 0.

4. **District Operations** - Patricia Howard reported to the board the current status of district operations.
5. **Real Estate Acquisition** – Interim District Manager Garcia, reported to the board the sales information for the property located at 1000 Smith Lane, Byron, CA for possible purchase.

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

Closed Session began at 5:15 pm

*Present: Chair Patricia Bristow, Trustee Barbara Guise and Trustee Deborah Spinola, Alamo-Lafayette Cemetery District Manager Patricia Howard, Interim District Manager Aurora Garcia*

- A) ANTICIPATED LITIGATION

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

The District returned to open session at 7:08 pm.

- A) The Board instructed the District Staff to always follow district policy in conjunction with the California Health and Safety Code, Public Cemetery Law.

**COMMENTS FROM TRUSTEES**

**SETTING AGENDA OF NEXT REGULAR MEETING** – March 18, 2020 at Cemetery Office.

**ADJOURN:** 7:10 pm