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**Minutes**  
**REGULAR MEETING**  
**Wednesday, August 21, 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 Barbara Guise.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – *Present:* Chair Barbara Guise and Trustee Patricia Bristow. *Staff Members present:* Assistant District Manager Aurora Garcia.

**PUBLIC COMMENTS** – None.

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

**UNFINISHED BUSINESS**

1. **LAFCO Municipal Service Review/City of Oakley** – Manager will continue to have updates.
2. **New Land** –
  - a. **Oliveira Enterprises**- It was moved by Bristow, second by Guise to send out letter to Oliveira Enterprise in regards to taking care of the Amman Tree that wasn't removed and the cleanup of the chips that were left on the property. *Vote:* Ayes-Bristow and Guise. Noes-0.
  - b. **Quote to Remove Remaining Tree**- It was moved by Bristow, second by Guise to hire Valley Oaks Tree Service to remove flush to the grade and haul, all debris including wood of the American Elm Tree located on our property on Sellers Ave. and Brentwood Blvd, for the price of \$4,250.00. *Vote:* Ayes-Bristow and Guise. Noes-0
  - c. **Garbage/Wood Clean-Up**- Garbage and wood located on new property was removed by Foreman and groundkeeper.
3. **Road Improvements**- . Three bids will be collected by Assistant Manager and to be set on table.
4. **Board Vacancy**- Still in progress.

## **NEW BUSINESS**

1. **SDRMA Health Benefit Resolution 19-01** – It was moved by Bristow, second by Guise to authorize SDRMA Health Benefit Resolution 19-01. *Vote: Ayes-Bristow and Guise. Noes-0*
2. **McCurley Family Plot**- It was moved by Bristow, second by Guise to approve fourth cremation burial to the McCurley family. *Vote: Ayes-Bristow and Guise. Noes-0*
3. **Emergency Item**- It was moved by Guise, second by Bristow to add an emergency item to discuss payroll and software update. *Vote: Ayes-Bristow and Guise. Noes-0*
  - a. **Interim District Manager**- It was moved by Bristow, second by Guise for Assistant Manager to be interim Manager at this time. *Vote: Ayes-Bristow and Guise. Noes-0*
  - b. **Quick Books Upgrade**- It was moved by Bristow, second by Guise for the interim District Manager to purchase and install the newest version of QuickBooks (financial software).
  - c. **Training**- It was moved by Bristow, second by Guise to compensate former Assistant Manager Cecilia Goff, and Alamo-Lafayette Cemetery District, District Manager Patricia Howard for their time in assisting the interim district manager.

## **COMMENTS FROM TRUSTEES**

**SETTING AGENDA OF NEXT REGULAR MEETING** – October 16, 2019 at Cemetery Office.

**ADJOURN:** This meeting was adjourned at 5:10 pm.