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Minutes
REGULAR MEETING
Wednesday, October 16, 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:* Interim 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.

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

UNFINISHED BUSINESS

1. **LAFCO Municipal Service Review/City of Oakley** – Interim Manager will continue to have updates.
2. **District Property/Bloomfield** – It was moved by Guise, second by Bristow to table the lease for the Bloomfield property to the Special Board Meeting on Wednesday, November 13, 2019. *Vote:* Ayes- Bristow and Guise. Noes-0
3. **Road Improvements** – It was moved by Bristow, second by Guise to award the repaving job to SOSCO Paving & Grading to correct and repair the asphalt from a previous job. *Vote:* Ayes-Bristow and Guise. Noes-0
4. **Board Vacancy** – Supervisor Burgis appointed Deborah Spinola to the open District Trustee position.

NEW BUSINESS

1. **Board Member Organizational Meeting** – It was moved by Guise, second by Bristow to nominate Bristow the new Chair of Union Cemetery District. *Vote:* Ayes-Guise and Bristow. Noes-0
2. **Hire an Assistant Manager** - Interim District Manager will post position online for a temporary Assistant Manager.
3. **Amendment to Employee Handbook - Vacation Policy**
 - a. **Vacation Distribution Options** - Vacation Policy remains as it is.

4. **Wreaths Across America-** Wreaths Across America will be placing wreath on all Veteran's graves on Saturday, December 14, 2019 Chair Bristow will be attending the ceremony to give the welcome address.
5. **Employee Appreciation Holiday Dinner** - After adjournment of regularly schedule board meeting all district employee and trustees are invited to Sweeney's Grill.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – December 18, 2019 at Cemetery Office.

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