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Minutes
REGULAR MEETING
WEDNESDAY, DECEMBER 21, 2022
4:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 4:03 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow and NEWLY APOINTED Trustee Emil Geddes. Trustee Michael Walko was absent. *Staff Members present:* District Manager Patricia Howard, Cemetery Services Coordinator Aurora Garcia and Dave Harris, Board Member for Reclamation District 800.

PUBLIC COMMENTS – None.

ADOPTION OF AGENDA – It was moved by Geddes, second by Bristow to adopt the agenda as presented. *Vote:* Ayes –, Geddes and Bristow. Noes – 0.

CORRESPONDENCE –

City of Oakley – Notice of meeting

PCA – Newsletter, Annual Conference, and Membership

CSDA – Annual Conference, eNews, various emails, membership, and Covid-19 updates.

CAPC – Newsletter, Annual Conference, and election.

District Fund Balance – \$1,412,268.41

MINUTES FOR APPROVAL – Tabled to February 2023 meeting.

FINANCIAL

- 1. Approval of Warrants** – It was moved by Geddes, second by Bristow to approve the October and November 2022 warrants as presented. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
- 2. Income and Expenditure Reports** – October 2022 and November 2022, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

No Old Business

NEW BUSINESS

- 1. Aggressive Customer Behavior** – It was moved by Geddes, second by Bristow to ask the District's Attorney to write a letter to the family. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
- 2. 2021 & 2022 Audit Report** – It was moved by Bristow, second by Geddes to accept the 2021 & 2022 Audit report as presented. *Vote:* Ayes – Bristow and Geddes. Noes – 0.
- 3. Price increase for Old Parts 1, 2, 3 and 4.** – It was moved by Geddes, second by Bristow to approve the increase in burial right fees for the available casket sites in old parts, from \$4000 to \$8000. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
- 4. Purchase a Grasshopper mower** – It was moved by Geddes, second by Bristow to purchase a new Grasshopper mover for the cemetery grounds. *Vote:* Ayes – Geddes and Bristow. Noes – 0.

5. **COLA** – After much discussion it was moved by Geddes, second Bristow to approve a 9 % COLA, since staff has not received a COLA in three years. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
6. **Meeting Time Change** – It was moved by Geddes, second by Bristow to change the District’s regularly scheduled board meeting time from 4:00 pm to 3:00 pm. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
7. **Rescheduled February 2023 Board Meeting** – It was moved by Geddes, second by Bristow to change the February 15, 2023, board meeting to February 8, 2023, at 3:00 pm., to accommodate District Manager Howard’s preschedule vacation.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – February 8, 2023, at Union Cemetery District.

ADJOURN: 5:13 pm.