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Minutes
REGULAR MEETING
WEDNESDAY, AUGUST 16, 2023
3:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 3:00 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow and Trustees Emil Geddes and Trustee Michael Walko. *Staff Members present:* District Manager Patricia Howard and Cemetery Services Coordinator Aurora Garcia.

PUBLIC COMMENTS – None.

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

CORRESPONDENCE –

City of Oakley – Notice of meeting

PCA – Newsletter and Annual Conference

CSDA – Annual Conference, eNews, various emails and legal updates

CAPC – Newsletter and Area Meeting

District Fund Balance – \$962,426.18

MINUTES FOR APPROVAL – It was moved by Walko, second by Geddes to approve the minutes of June 15, 2023, and Special Meeting July 20, 2023. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

FINANCIAL

- 1. Approval of Warrants** – It was moved by Geddes, second by Walko to approve the June and July 2023, warrants as presented. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 2. Income and Expenditure Reports** – June and July 2023, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

NEW BUSINESS

- 1. LETTER FROM MS. BOWERSMITH** – District Manger will respond to Ms. Bowersmith, regarding her concerns over her father's addition charges (opening/closing) and the increase in cemetery fees since 2017.
- 2. APPROVE Tanaka Design Group Construction Manager Project** – It was moved by Geddes, second by Walko to approve the Tanaka Design Group's proposal to manage the District current irrigation, electrical, security gate and fence, new modular building, and construction projects. A log of work will be required for each hourly invoice. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

COMMENTS FROM TRUSTEES

GEDDES – Will be absent from the October 18, 2023, board meeting

BRISTOW – Would like for the District to investigate all new equipment i.e.: tractor, mower, blowers, etc. to be electric and solar operated, when the time comes for replacement.

SETTING AGENDA OF NEXT REGULAR MEETING – October 18, 2023, at 3:00 pm held at the Union Cemetery District.

ADJOURN: 4:09 pm.