



Mailing: P.O. Box 551
Location: 11545 Brentwood, Blvd.
Brentwood, CA 94513
Phone (925) 634-4748; Fax (925) 634-9783
Email: ucemetery@yahoo.com

PUBLIC ANNOUNCEMENT

CANCELLATION OF REGULAR MEETING AND SETTING OF SPECIAL MEETING

THE BOARD OF TRUSTEES OF THE BYRON-BRENTWOOD-KNIGHTSEN Union Cemetery District HEREBY ANNOUNCES the CANCELLATION of its REGULAR BOARD MEETING for November 17, 2010 due to a lack of quorum.

THE BOARD also announces the setting of a SPECIAL MEETING for Thursday, November 18, 2010 to discuss and act upon any items of business that would have been discussed during the REGULAR MEETING.

AGENDA

**Special Meeting
November 18, 2010
4:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

Progress Report: New Board Member – Board of Supervisors Assembling Panel of Cemeterians from Outside Contra Costa County

PUBLIC COMMENTS – *Members of the Public May address the Board on any issue, including those not on the Agenda – Board Chair may Place a Time Limit on Speakers Addressing the Board. Items not on Agenda cannot be acted on by Board. Those Items may be placed on a Following Agenda. Comments by Public on any Agenda Item may be presented at Time of that Discussion.*

ADOPTION OF AGENDA – *A copy of this Agenda is available to the public upon request. Support material is also available. Request may be made in writing, telephoning during regular business hours, or faxing to the above addresses and numbers; also emailing the district at ucemetery@yahoo.com. Agenda is also available on line at www.unioncemeterydistrict.com*

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CORRESPONDENCE – *Items not on Agenda – (Information only until placed on a future agenda.)*

CONSENT CALENDAR – *any Item on Consent Calendar may be removed for Separate Action by a majority vote of the Board.*

Minutes for Approval – October 20, 2010 – Regular Meeting

Financial

- a. **Approval of Warrants** – Current Warrants October 1, 2010 through November 1, 2010 and Anticipated Warrants for November 1, 2010 through December 1, 2010

Manager's Updates/Report

- a. *Closing Gates at Night* – Update on Work to be Performed

UNFINISHED BUSINESS

1. **Continued Discussion** – *Additional Acreage* –
 - a. **Update** – *Realtor/Negotiator Report of Final Contact with Seller* – (2 Closed Sessions at end of Agenda, if needed) – Manager's Report, verbal. Communication from District's Counsel
2. **Discussion/Possible Action** – *LAFCO Municipal Service Review/City of Oakley*
 - a. New Letters sent of members of Oakley City Council Requesting dissolving East Oakley from Union Cemetery District Boarder
 - b. Vote to take first steps in either Expunging Cypress Corridor from District Boundaries or Keeping it
 - c. Vote to take first steps in expunging small portion of City of Antioch from District
3. **Meeting** –
 - a. *PCA Annual Meeting* – October 29, 2010, 2010, Rolling Hills Resort, Corning – Meeting Day correction – No Attendance due to two Medical Emergencies
 - b. *CCSDA Quarterly Meeting* – Held on Monday, October 18, 2010. No Attendance due to One Medical Emergency
4. **Discussion/Information** – *Supplying Pall Bearers* – Attempting to Observe Casket Carrier in use
5. **Discussion/Possible Action** – *Historical Walking Tour Guide* – Whether to reprint Guide – Alternate Estimates on Printing – Three Additional Printers Contacted
6. **Discussion/Information** – *Mandated New Procedures from State Controller's Office* – "Governing Transparency of Local Agencies" (following City of Bell Scandal)
7. **Discussion/Possible Action** – *Pest Control* – Update on Applications to Lawn and Trees
8. **Discussion/Possible Action** – *Posting of Meeting Agendas* – Whether Gates are to be left Unlocked during posting period; or Agenda is to be posted outside Cemetery Grounds – Legal Opinion sought from District's Counsel

NEW BUSINESS

1. **Discussion/Possible Action** – *Whether to Hold Holiday Dinner during Month of December.*
2. **Discussion/Possible Action** – *Replace Regular Meetings* – November and December with Special Meetings on Alternate Dates
 - a. *Retroactive for November*
 - b. *Current for December*

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3. **Discussion/Possible Action** – *Repair or Replace damaged Headstone* – at Request of Thomas Family – Estimate from Local Headstone Company

PERSONNEL

1. **Discussion/Possible Action** – *Assistant Manager* – Returned to Agenda at Request of Board Chair – Staff has action On Hold Until Board Discussion
 - a. *Creating and Filling New Position* – Review Draft List of Requirements distributed at September Meeting
 - b. *Posting Position* – Determining where Board would like Postings to be distributed
2. **Discussion** – *Volunteer Help* – Whether to Create Policy and Guidelines. Staff Attempting to find Guidelines on Internet (Temporarily On Hold)
3. **Discussion/Possible Action** – *Review* – From District Counsel – Whether Board legally can change Policy on Sick Leave for existing employees
4. **Information** – Employee Injury – Pre-existing Condition to be addressed

CLOSED SESSIONS

CLOSED SESSION – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to the California Government Code §54956.8) (If Necessary)

1. **Location** of Property – State Route 4 (Brentwood Blvd.) and Smith Lane: Parcel 011 120 034 near 1000 Smith Lane
2. **Negotiator** – Morningstar Properties, Oakley, CA
3. **Negotiating Parties** – Attorney for Seller/McKinney Family/ for Buyer, Union Cemetery District's Realtor;
4. **Under Negotiation** – Concern of Price; Terms of Payment; Method of Financing

OPEN SESSION

Return to Open Session – *Announce, Vote On and Record any decisions During Closed Sessions (If Applicable)*

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED

LITIGATION – Significant exposure to litigation pursuant to subdivision (b) Section 54956.9 – One Potential Case – Report from Legal Counsel

OPEN SESSION

Return to Open Session – *Announce, Vote On and Record any decisions During Closed Session (If Applicable)*

COMMENTS FROM TRUSTEES

COMMENTS TO STAFF MEMBERS FROM BOARD

SETTING AGENDA OF NEXT REGULAR MEETING

ADJOURN MEETING