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**PUBLIC ANNOUNCEMENT**

**CANCELLATION OF REGULAR MEETING  
FOR  
JANUARY 2011  
AND  
REPLACING IT WITH SPECIAL MEETING**

**THE BOARD OF TRUSTEES OF THE BYRON-BRENTWOOD-KNIGHTSEN Union Cemetery District HEREBY ANNOUNCES the cancellation of its REGULAR BOARD MEETING for January 19, 2011 due to a lack of quorum.**

**THE BOARD also announces the setting of a SPECIAL MEETING for Thursday, January 20, 2011 to discuss and act upon any items of business that would have been discussed during the REGULAR MEETING.**

**AGENDA**  
**Special Meeting**  
**January 20, 2011**  
4:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**TRUSTEE'S ACKNOWLEDGEMENTS**

**New Board Member** –Vickey Rinehart as New Board Member – to finish term ending December 31, 2014;

**Reappointed Member** – Sharon Marsh as Reappointed Member from January 1, 2011 to December 31, 2015.

**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.*

*Continued*

**Union Cemetery District**  
**AGENDA**  
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**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](mailto:ucemetery@yahoo.com). Agenda is also available on line at [www.unioncemeterydistrict.com](http://www.unioncemeterydistrict.com)*

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

**ELECTION OF OFFICERS** – (As Per State Health & Safety Code §9000 and following) *Electing the Following Officers from Board for 2011:*

1. Chair (Trustee)
2. Vice-Chair (Trustee)
3. Recording Secretary (Trustee or Staff)

**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 December 1, 2010 through January 1, 2010 and Anticipated Warrants for January 1, 2010 through February 1, 2011

**Manager's Updates/Report**

- a. *Closing Gates at Night* – Update on Work being Performed – Working on Proper Signs and Striping – Weather Delay

**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, Filing in Small Claims Court
2. **Discussion/Information** – *LAFCO Municipal Service Review/City of Oakley* – Results of Reply from City of Oakley City Manager
3. **Discussion/Information** – *Supplying Pall Bearers* – Attempting to Observe Casket Carrier in use
4. **Discussion/Possible Action** – *Posting of Meeting Agendas* – Update on Lighted Kiosk at Main Gate – Sign Board Built by Caretakers – Mounted under Light
5. **Discussion/Possible Action** – **Expand Web Page** – *Update East Bay Web Solutions.* Changes per State Controller's Office – Web Editor working on Changes
6. **Discussion/Possible Action** – *Niche Area Improvement* – Additions to Niche area – Progress –
  - a. Results of Conversations with Contractor –
  - b. Drawings for Board Review –
  - c. Possible Estimates for Work
7. **Meetings/Possible Action** – *Voting for Special Districts Representative to LAFCO:*
  - a. *LAFCO Meeting* – Special Districts Seat – Scheduled for January 24, 2011 – LAFCO Notified about Voting Delegates
  - b. Preceding CCSDA Quarterly Meeting – At 10:00 a.m. – One Board Member must attend to have vote
  - c. **Discussion/Possible Action** – Review Résumés of Candidates for LAFCO Seat

*Continued*

**Union Cemetery District**  
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**NEW BUSINESS**

1. **Discussion/Information** – *Mandated Costs Program* – State of California Reimbursements Program
  - a. *Money Returned to District from State* – Sixteen Percent of total
  - b. *Application for next phase* – Fiscal Year 2009-2010
2. **Discussion/Possible Action** – *Retroactive Authorization* – Repair at/over Manager's Maximum – Tiller used in Bare Land Management
3. **Discussion/Information** – New Trustee Attended Instructional Meeting by CSDA – Including Ethics Training
4. **Discussion/Possible Action** – *Whether to Send Representative* – Pensions, Benefits & Employee Relations Boot Camp by State of California

**PERSONNEL**

1. **Discussion/Possible Action** – *District Manager* –
  - a. *Creating and Filling New Position* – Review Draft List of Requirements distributed at September Meeting
  - b. *Reviewing Resumes of Possible Candidates* – Set Date and Time for Review – More than 35 applicants
2. **Discussion** – *Volunteer Help* – *Creating Policy and Guidelines*. District Manager supplying guidelines for Board Inspection
3. **Discussion/Possible Action** – *Review* – From District Legal Counsel – Whether Board legally can change Policy on unused Sick Leave at time of retirement for existing employees

**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)*

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**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)*

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**COMMENTS FROM TRUSTEES**  
**COMMENTS TO STAFF MEMBERS FROM BOARD**  
**SETTING AGENDA OF NEXT REGULAR MEETING**  
**ADJOURN MEETING**