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**Minutes**  
**SPECIAL MEETING**  
**Wednesday, December 11, 2013**  
**1:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 1:00 p.m. by Chair Barbara Guise.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – *Present:* Chair Barbara Guise and Trustees Sharon Marsh and Vickey Rinehart. *Staff Members present:* District Manager Barbara Fee and Assistant Manager Cecilia Goff.

**PUBLIC COMMENTS** – None.

**ADOPTION OF AGENDA** – Agenda has been adopted.

**CORRESPONDENCE** – None.

**CONSENT CALENDAR**

**Minutes for Approval** – It was moved by Rinehart, second by Marsh to approve these minutes as presented. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.

**Financial**

**Approval of Warrants-** It was moved by Rinehart, second by Marsh to approve these warrants as presented. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.

**Manager's Updates/Report**

We have been busy with funerals. Groundskeeper Garcia has been working on repairing sprinklers. We are turning off water at night to keep costs down.

**UNFINISHED BUSINESS**

1. **LAFCO Municipal Service Review/City of Oakley** – Still in progress, working on addresses of taxpayers.

**NEW BUSINESS**

1. **Brentwood Chamber of Commerce Advertising** – It was moved by Marsh, second by Rinehart to not purchase advertising through the Chamber of Commerce. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.

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**PERSONNEL**

**1. Assistant District Manager Break / Meal Times**

It was moved by Rinehart, second by Marsh that Assistant District Manager Goff continue to work the current schedule of Tuesday and Wednesday 8:00 a.m.-3:00 p.m. and Thursday 8:00 a.m.-2:00 p.m. without a 30 minute unpaid lunch, per mutual agreement. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.

**CLOSED SESSION – (Pursuant to California Government Code § 54957)**

Closed session began at 1:20 p.m.

*Present:* Chair Barbara Guise and Trustees Sharon Marsh and Vickey Rinehart. *Staff Members present:* District Manager Barbara Fee and Assistant Manager Cecilia Goff.

**1. Foreman Injury**

**2. Employee Review**

Review of District Manager and Assistant District Manager will be continued.

**OPEN SESSION (Pursuant to California Government Code § 54957.1)**

The District returned to open session at 1:37 p.m.

**Return to Open Session** – It was moved by Rinehart, second by Marsh to add urgency item the agenda. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.

*Urgency Items* – It was moved by Marsh, second by Rinehart to direct the District Manager to review the eligibility for current District employees comparing time and service for eligibility for retirement benefits. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.

**COMMENTS FROM TRUSTEES –**

- Chair Guise was informed of a tree leaning on the fence on the Highway 4 side of the cemetery.
- Trustee Marsh received her CSDA nomination letter.
- Trustee Rinehart turned in reappointment letter.

**SETTING AGENDA OF NEXT REGULAR MEETING** –The next regular Board meeting is scheduled for Wednesday, February 19, 2014, at 4:00 p.m.

**ADJOURN:** 1:45 p.m.