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**Minutes**  
**REGULAR MEETING**  
**Wednesday, February 17, 2016**  
**4:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 4:05 p.m. by Chair Barbara Guise.

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENTS** – None.

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

**CORRESPONDENCE** – GSRMA Annual Report.

**CONSENT CALENDAR**

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

**Financial**

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

**Manager's Updates/Report**

No report.

**UNFINISHED BUSINESS**

1. **LAFCO Municipal Service Review/City of Oakley** – District Manager, Fee, is meeting with Lou Ann, of LAFCO next week.

**NEW BUSINESS**

1. **Water Damage to Office** - After business hours, someone turned on the sprinklers and they ran all night in the planter box outside of the office and District Manager, Fee's, office flooded. Serv-Pro was called in to cleanup and dry everything out. It costed \$1,500.
2. **Headstone Lifting Equipment** - It was motioned by Bristow, second by Marsh to purchase the necessary headstone lifting equipment for \$1,339. *Vote:* Ayes – Guise, Marsh and Bristow. Noes – 0.

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**NEW BUSINESS cont'd.**

3. **Form 700** - Form 700's were completed by District Board Members and Management Staff and will be submitted to the Clerk of the Board's office.
4. **Ethics Training** – All District Board Members and Management Staff have completed the online Ethic's Training offered to us by CSDA. Tests will be submitted to CSDA for review.

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

**Begin Closed Session** – The District entered into Closed Session at 4:20 p.m.

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

1. **Dorothy Diaz**

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

**Return to Open Session** - The District returned to open session at 4:40 p.m.

1. **Dorothy Diaz** - No reportable action was taken.

**COMMENTS FROM TRUSTEES** – None.

**SETTING AGENDA OF NEXT REGULAR MEETING** – Wednesday, April 20, 2016 at 4:00 p.m.

**ADJOURN:** 4:45 p.m.