



P.O. Box 551, Brentwood, CA 94513  
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**Minutes**  
**Regular Meeting**  
**February 16, 2011**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 4 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 Mark White; District Secretary Barbara Fee. *Public Members present:* Kathy Leighton of Leighton Construction and Eagle Scout Chris Mercado and his father.

**PUBLIC COMMENTS –**

Kathy Leighton had the following information to share:

- The land use permit for the Historical Society will cost \$50,000. They had a donation of \$25,000 and it has all been used in trying to get a permit.

Kathy at this time has asked to be moved up on the agenda as she has to leave early.

It was moved by Rinehart, second by Marsh to move item New Business # 2 to be discussed now. *Vote* - Ayes: Guise, Marsh and Rinehart. Noes . 0.

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**NEW BUSINESS**

**2. Discussion/Possible Action – *Paving Angels Way*** – Two years ago this project came up, but we decided to improve other roads within the cemetery instead. We have \$250,000 in our Capital Expense Account that the Manager would like to use for this and adding to the niches. He suggests paving this road now and adding to the niches next fiscal year. The niches will cost about \$200,000.

It was moved by Marsh, second by Rinehart to grant this contract to Leighton Construction. *Vote:* Ayes . Guise, Marsh and Rinehart. Noes . 0.

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

**CORRESPONDENCE** – Various items were read:

- Letter from a Discovery Bay resident. No action needed.

**CONSENT CALENDAR**

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

**Financial**

- a. **Approval of Warrants-** It was moved by Marsh, second by Rinehart to approve these warrants as presented. *Vote:* Ayes . Guise, Marsh and Rinehart. Noes . 0.
- b. **Budget Review** – No report given.

**Manager's Updates/Report**

- a. *Closing Gates at Night* – Started the new electric gates this past Monday. They are working fine except the key to the Fire Department is not working. Will look into the problem.

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**UNFINISHED BUSINESS**

1. **Continued Discussion – *Purchase of Additional Acreage***
  - a. **Update – *Realtor/Negotiator Report of Final Contact with Seller*** – We are trying to do a title search and are waiting for a call back.
2. **Discussion/Information – *LAFCO Municipal Service Review/City of Oakley*** – The process will go like this: The Manager will write a letter to LAFCO requesting a Sphere of Influence change. Once that is done LAFCO will tell us what steps to then take. Once the SOI is in place we apply to LAFCO again for annexation or de-annexation. Trustee Rinehart suggests sending a letter to Antioch explaining that a small portion will be removed from our district. Mention that with increased capacity of the cemeteries in Antioch, they won't need our services.
3. **Discussion/Information – *Supplying Pall Bearers*** – Still working on it.
4. **Discussion/Possible Action – *Niche Area Improvement*** – In order for us to put in the overhangs or pergola we will need to install the remaining niches first. Otherwise there would be no room to do this work. We have contacted a local company who gave us a bid of \$25,000. The owner of this company thinks we need something more decorative than the plans we have already received. He suggests hiring an architect to develop something.

Trustee Rinehart says a similar wood structure was done at the Knightsen Park. Each redwood structure was 12qx 12q cost \$7,000 each and will last a minimum of 20 years.

The Manager will refer to the original concept drawings and maybe going along the same lines as the gates in Babyland.

5. **Meetings/Possible Action – *Results of Meeting to elect Special Districts Representative to LAFCO*** – Our second choice won.

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**NEW BUSINESS**

1. **Meetings:**
  - a. **Contra Costa Special District's Association Chapter** – Scheduled for April 11<sup>th</sup> so there is time to decide.
  - b. **California Association of Public Cemeteries Annual Conference** – Manager will attend.
  - c. **California Special Districts Association** – Not needed.
2. **Discussion/Possible Action** – *Paving Angels Way* – Discussed earlier.
3. **Discussion/Information** – *New Program (Optional)* – FYI Only.
4. **Discussion/Information/Possible Action** – *EIR Available* – This will be reviewed very soon. It is not in proximity of the cemetery, but it is within our district. We will be able to make a comment if we choose.
5. **Discussion/Information** – *Recycling* – Our disposal company has delivered a papers only recycling container.
6. **Discussion/Information/Possible Action** – *Eagle Project Proposal* – Chris Mercado of Troop 90 made a presentation to build Tree Donation Signs. Trustee Marsh would like to tour the cemetery grounds to see where these signs would be placed. The next meeting we will arrange to do this 15 minutes before the actual meeting. We will announce a special meeting at 3:45 with our regular meeting at 4:00.

**PERSONNEL**

1. **Discussion/Possible Action** – *District Manager* –
  - a. *Creating and Filing New Position* – Trustee Rinehart and the Manager are working on questions for all the candidates.
  - b. *Reviewing Resumes of Possible Candidates* – Interview day will be March 10<sup>th</sup> at 8:00 with the first interview beginning at 8:30. Allow 45 minutes for each interview. Trustee Rinehart suggests each board member take notes on each applicant and comparing them later. She will also try to find a rating sheet to use.

Trustee Marsh would like to see the questions before the interview day.

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2. **Discussion – Volunteer Help** – Trustees Marsh and Rinehart have suggestions on wording and changes. Including asking the group volunteering to list us as insured. It will cost them nothing. Also, if a volunteer uses a timecard they will have to be paid. We must instead call it a Record of Volunteer Hours.
3. **Discussion/Possible Action – Review** – From District Counsel . We are waiting on our attorney.
4. **Discussion/Possible Action – Merit Raises** – Based upon our budget we will have \$25,000 to put towards salaries. However, it will depend upon the new hiring. We should wait.

Trustee Rinehart says because of the economy it's not always feasible to give a raise. Just because there is money doesn't mean we have to spend it.

The Manager followed up with we recently gave cost of living raises of 2.5% that were retroactive to July 1, 2010. We did this when social security gave nothing for a cost of living increase.

**CLOSED SESSIONS** – No information.

**COMMENTS FROM TRUSTEES** - None

**COMMENTS TO STAFF MEMBERS FROM BOARD** - None

**SETTING AGENDA OF NEXT REGULAR MEETING** – Manager will supply the list of questions to each Board Member before the next meeting.

**ADJOURN** – 5:35 p.m.