



P.O. Box 551, Brentwood, CA 94513  
Phone (925) 634-4748 FAX (925) 634-9783

**Minutes**  
**Regular Meeting**  
**March 16, 2011**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 4:22 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, Foreman David Spearman and Groundskeeper David Garcia. *Public Members present:* Eagle Scout Chris Mercado and his father.

*At this time the Board and Staff went outside to see the location the Manager selected for the Tree Sign that Eagle Scout Chris Mercado will build and install. It was decided to install a 3-sided sign at the corner of Cypress Lane and Preston Pass. This sign is to read: **These four sections established in 1878 have trees donated by...***

**PUBLIC COMMENTS** – None.

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

**CORRESPONDENCE** – Various items were read:

- Received from Supervisor Piepho's office an invite to participate in East County's Senior Coalition called "Spring Into Health".
- Contra Costa County Special Districts Association is looking for members for their Board.
- Contra Costa County Special Districts Association will be having a 20<sup>th</sup> Anniversary Dinner.

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

**Manager's Updates/Report**

- a. *Closing Gates at Night* – Completed.

**UNFINISHED BUSINESS**

1. **Continued Discussion** – *Purchase of Additional Acreage*
  - a. **Update** – *Realtor/Negotiator Report of Final Contact with Seller* – Lynnda has given two addresses to the Manager and he will be contacting our attorney with them.
2. **Discussion/Information** – *LAFCO Municipal Service Review/City of Oakley* – This is done. We now need to apply to LAFCO for the Sphere of Influence.
3. **Discussion/Information** – *Supplying Pall Bearers* – Still working on it.
4. **Discussion/Possible Action** – *Niche Area Improvement* – Manager supplied pictures of the new trellis/ pergola. This has brick facing on the sides of the niches. We have not received prices yet. Trustee Rinehart would like to see bids for both types of material.
5. **Meetings:**
  - a. **Contra Costa Special District's Association** – *Spring Quarter Meeting/20<sup>th</sup> Anniversary Celebration* – Trustee Rinehart will attend.
  - b. **CAPC Annual Conference** – Manager to attend.

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**NEW BUSINESS**

1. **Discussion/Possible Action – Computers:**
  - a. Possible Upgrade to Manager's Computer . Cannot post agendas. See if Secretary's computer can post them. Wait until July to purchase a new computer.
  - b. Disposal of Secretary's Old Computer - Manager will dispose of.
2. **Discussion/Information – At Request of Alamo-Lafayette Cemetery District** – Manager wrote a letter in response to an incorrect news report.
3. **Information – Annual Report of GSMRA** – Available to anyone who wishes to see it.
4. **Discussion/Possible Action – Whether to Participate** – Trustee Rinehart reports that there will be a town hall meeting for all entities touching Knightsen. The representative of each will speak for 5 minutes and maybe hand out prices, brochures, etc.

**PERSONNEL**

1. **Discussion/Possible Action – District Manager –**
  - a. *Creating and Filing New Position* – It was moved by Rinehart, second by Marsh to promote Barbara Fee from Secretary to Manager beginning May 1<sup>st</sup>. *Vote:* Ayes . Guise, Marsh and Rinehart. Noes . 0.  
  
Current Manager Mark White will be the Manager-at-Large until June 30<sup>th</sup>.
2. **Discussion/Possible Action – Possible Safety Shoe Replacement for Employees** – Two employees have safety shoes that have not held up. Manager will go to the company Quenvold's to see if these shoes are still under warranty.

It was moved by Marsh, second by Rinehart to look into replacing these shoes. *Vote:* Ayes . Guise, Marsh and Rinehart. Noes . 0.

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3. **Discussion – Volunteer Help** – Chair Guise asked if having this policy if it will discourage organizations like D.I.G. or the LDS Church from doing any volunteer work out here. The Manager stays that the LDS Church has their own insurance and Trustee Rinehart says that most places can get insurance for just a day, if needed.

Trustees Rinehart and Marsh have a few small changes and corrections on typos they have given the Manager to correct.

4. **Discussion/Possible Action – Review** – From District Counsel . Manager says our attorney never calls back. The Board feels we ought to give him a deadline. Manager will talk to him.

**CLOSED SESSIONS** – No information.

**COMMENTS FROM TRUSTEES** – Trustee Rinehart is moving closer to getting a fund set up and will call it %Friends of Angels+ to help people who have lost children. Healing Hearts is a group of parents who are interested in getting donations for this fund.

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

**SETTING AGENDA OF NEXT REGULAR MEETING –**

- Property Purchase
- Contact with the Attorney
- Supplying Pall Bearers

**ADJOURN** – 5:00 p.m.