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**Minutes**  
**REGULAR MEETING**  
**Wednesday, April 15, 2020**  
**4:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 4:00 p.m. by Chair Patricia Bristow.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – *Present:* Chair Patricia Bristow and Trustee Barbara. *Staff Members present:* Interim District Manager Aurora Garcia. Patricia Howard, District Manager of the Alamo-Lafayette Cemetery District was also in attendance. *Absent:* Trustee Deborah Spinola.

**PUBLIC COMMENTS** – None.

**ADOPTION OF AGENDA** – It was moved by Guise, second by Bristow to adopt the agenda as presented. *Vote:* Ayes – Guise and Bristow. Noes – 0.

**CORRESPONDENCE**

1. CSDA Board of Directors Call for Nominations Seat C.
2. 2020-2022 GSRMA Board Election

**DISTRICT MANAGER REPORT** – Interim District Manager Garcia, gave the Board of Trustees a COVID – 19 update and how the District is maintaining the California Governor and CDC’s requirements.

**CONSENT CALENDAR** – It was moved by Guise, second by Bristow to adopt the consent calendar as presented. *Vote:* Ayes – Guise and Bristow. Noes – 0.

**MINUTES FOR APPROVAL** – It was moved by Guise, second by Bristow to approve February 19, 2020 and Special Meeting, March 13, 2020 minutes as presented. *Vote:* Ayes – Guise and Bristow. Noes – 0.

**FINANCIAL**

1. **Approval of Warrants** – It was moved by Guise, second Bristow to approve the warrants of February and March 2020. *Vote:* Ayes – Guise and Bristow. Noes -0.
2. **Income/Expenditures** – The February and March 2020 income and expenditure reports were given to the Board of Trustees.

**UNFINISHED BUSINESS**

1. **District Property/ Bloomfield** – Interim District Manager Garcia, placed a leasing sign on the Bloomfield property. Applications are available at the District Office for interested parties.
2. **Real Estate Escrow 1000 Smith Lane, Byron, CA** – The appraisal document for the 1000 Smith Lane property was forwarded to the District’s attorney for review.
3. **Barbara Fee Final Check** - Check that was issued on August 2019 was voided. Interim District Manager Garcia will issue new check when attorney Elizabeth has received proper document from Barbara’s estate.

**NEW BUSINESS**

1. **Approve Endowment Care Investment** – It was moved by Guise, second by Bristow to move the District’s funds in account 360500 to 360400 to build up the endowment fund. Account 360500 will stay open with a zero balance for possible future use. *Vote:* Ayes – Guise and Bristow. Noes – 0.
2. **Approve Board stipend increase**– It was moved by Guise, second by Bristow to increase stipend. *Vote:* Ayes – Guise and Bristow. Noes – 0.
3. **Approve Fiscal Year Budget 2019 / 2020** – It was moved by Guise, second by Bristow to approve fiscal year budget 2019 / 2020. *Vote:* Ayes – Guise and Bristow. Noes – 0.
4. **Approve Request for Proposal (“RFP”) to obtain bids for the State Controller required Financial Audit** – This item will be discussed in next regular board meeting.
5. **Credit Card Fees** – It was moved by Guise, second by Bristow to pass the 2.9% credit card use fee onto the consumer who uses a credit card to pay their cemetery fees. *Vote:* Ayes – Guise and Bristow. Noes – 0.
6. **Cole Huber LLP – Elizabeth Fratarcangeli approve as the District’s legal counsel** – It was moved by Guise, second by Bristow to hire Elizabeth Fratarcangeli as the District’s legal counsel. *Vote:* Ayes – Guise and Bristow. Noes – 0.
7. **Approve Request for Proposal to hire a project manager and obtain a “scope of work”** – It was moved by Guise, second by Bristow to hire a project manager and obtain a “scope of work” for the remodeling of District Office. *Vote:* Ayes – Guise and Bristow. Noes – 0.

**SETTING AGENDA OF NEXT REGULAR MEETING** – June 17, 2020 at Cemetery Office.

**ADJOURN:** 4:37 pm