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**Minutes**  
**REGULAR MEETING**  
**Wednesday, April 21, 2021**  
**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 Guise. *Staff Members present:* District Manager Aurora Garcia and Co-Manager Patricia Howard. Trustee Deborah Spinola was absent.

**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. BBID – ANNEXATION
2. CSDA – 2022 BOARD OF DIRECTORS ELECTION
3. CCC BOS – NOTICE OF PUBLIC HEARING FOR PROPERTY TAX ADMINISTRATION

**MINUTES FOR APPROVAL** – It was moved by Guise, second by Bristow to approve the February 17, 2021 minutes as presented. *Vote:* Ayes – Guise and Bristow. Noes – 0.

**FINANCIAL**

1. **Approval of Warrants** – It was moved by Guise, second by Bristow to approve the warrants of February and March 2021. *Vote:* Ayes – Guise and Bristow. Noes – 0. The income and expenditure reports were given to the Board of Trustees for the months of February and March 2021.

**NEW BUSINESS**

1. **EMPLOYEE HANDBOOK AND JOB DESCRIPTION** – It was moved by Guise, second Bristow to approve hiring an human resources firm up to a cost of \$15,000. *Vote:* Ayes – Guise and Bristow. Noes – 0.
2. **CCCERA / DISCUSS AND APPROVE PREPAYMENT OF THE DISTRICT'S SHARE** – It was moved by Guise, second by Bristow to approve the Prepayment plan to CCCERA. *Vote:* Ayes – Guise and Bristow. Noes – 0.
3. **LETTER FROM BRADY FAMILY WANTING TO ADD CREMATED REMAINS TO THEIR FAMILY SITE** – It was moved by Guise, second by Bristow to approve an additional urn in the Brady family site. *Vote:* Ayes – Guise and Bristow. Noes – 0.
4. **THE DISTRICT ADDED AND INCREASE THE PRICE IN-GROUND CREMATIONS** – It was moved by Guise, second by Bristow to approve the additional cremation sites and pricing. *Vote:* Ayes – Guise and Bristow. Noes – 0.

**SETTING AGENDA OF NEXT REGULAR MEETING** – June 15, 2021 at Union Cemetery District.

**ADJOURN:** 5:30 pm