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PUBLIC ANNOUNCEMENT

CANCELLATION OF REGULAR MEETING FOR MAY 2011 AND REPLACING IT WITH SPECIAL MEETING

THE BOARD OF TRUSTEES OF THE BYRON-BRENTWOOD-KNIGHTSEN Union Cemetery District HEREBY ANNOUNCES the cancellation of its REGULAR BOARD MEETING for May 18, 2011 due to a lack of quorum.

THE BOARD also announces the setting of a SPECIAL MEETING for Thursday, May 19, 2011 to discuss and act upon any items of business that would have been discussed during the REGULAR MEETING.

AGENDA

**Special Meeting
Thursday, May 19, 2011
4:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL**

PUBLIC COMMENTS – *Members of the Public May address the Board on any issue, including those not on the Agenda – Board Chair may Place a Time Limit on Speakers Addressing the Board. Items not on Agenda cannot be acted on by Board. Those Items may be placed on a Following Agenda. Comments by Public on any Agenda Item may be presented at Time of that Discussion.*

ADOPTION OF AGENDA – *A copy of this Agenda is available to the public upon request. Support material is also available. Request may be made in writing, telephoning during regular business hours, or faxing to the above addresses and numbers; also emailing the district at ucemetery@yahoo.com. Agenda is also available on line at www.unioncemeterydistrict.com*

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CORRESPONDENCE – *Items not on Agenda – (Information only until placed on a future agenda.)*

CONSENT CALENDAR – *any Item on Consent Calendar may be removed for Separate Action by a majority vote of the Board.*

Minutes for Approval – April 20, 2011 – Regular Meeting

Financial

- a. **Approval of Warrants** – Current Warrants April 1, 2011 through May 1, 2011 and Anticipated Warrants for May 1, 2011 through June 1, 2011
- b. **Budget Review** – Update of 2010-2011 Fiscal Year Budget *(If Needed)*
- c. **Budget Submission/Possible Action** – *2011-2012 Fiscal Year Preliminary Budget* – For Board Approval

Manager's Updates/Report

1. **Discussion/Possible Action** – *Office Equipment* – Report of Consultant on Best suggestions for upgrading computer system
 - a. *Report from District's Technical Advisor* – Best Computer Systems to Purchase
 - b. *Report from Covad re: More Efficient Internet Service*

UNFINISHED BUSINESS

1. **Continued Discussion/Action** – *Additional Acreage* –
 - a. **Update** – *Realtor/Negotiator Report of Final Contact with Seller* -- Manager's Report – Results of recent letter sent by District's legal counsel
2. **Discussion/Information** – *LAFCO Municipal Service Review/City of Oakley* – Update, email sent to Oakley City Manager re: Help with Project
3. **Discussion/Possible Action** – *Niche Area Improvement* – Additions to Niche area – Progress:
 - a. **Review Steps** – *Possibly Hiring Engineer* – Before Issuing Requests for Estimates
 - b. **Review** – *Companies contacted with Request for Estimates*
4. **Discussion/Information/Possible Action/Update** – *Eagle Project Update* – Eagle Candidate Chris Mercado, Troop 90 BSA.

NEW BUSINESS

1. **Discussion/Information** – *Web Address on Letterhead*
2. **Discussion/Possible Action** – *Road Repairs* –
 - a. Whether to Replace damaged Road Surface on Oleander Way and In which Fiscal Year to Make Repairs
 - b. Minor Repairs needed on newly laid asphalt
3. **Discussion/Information** – *Memorial Day/Weekend Events*
 - a. *LDS Church Youth Work Project* – May 10, 2011, to prepare grounds for Memorial Day Weekend
 - b. *Memorial Day Services* – Set by VFW and other Organizations
4. **Discussion/Possible Action/Information** – *Request for Volunteer Help* – California Association of Public Cemeteries has Asked Retiring Manager to Continue with History of Organization – Possible Computer access needed

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PERSONNEL

1. **Discussion/Possible Action** –*Review* – From District Legal Counsel – Whether Board legally can change Policy on unused Sick Leave at time of retirement for existing employees – This Issue may become moot due to upcoming changes in State Laws governing “spiking”
2. **CLOSED SESSION** –**CONFIDENTIAL REPORT OF EMPLOYEE HEALTH PROBLEMS (Pursuant to California Government Code §54957.6)**
(Information protected by Federal and State HIPPA laws)
OPEN SESSION
Return to Open Session – *Announce, Vote On and Record any decisions During Closed Sessions (If Applicable)*

COMMENTS FROM TRUSTEES

COMMENTS TO STAFF MEMBERS FROM BOARD

SETTING AGENDA OF NEXT REGULAR MEETING

ADJOURN MEETING