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Minutes
Regular Meeting
Wednesday, August 21, 2013
4:00 p.m.
District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 4:05 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 Barbara Fee, District auditor Doug Souza with Sciacca and Company. *Absent:* Assistant Manager Cecilia Larez who is out on maternity leave.

PUBLIC COMMENTS – None

ADOPTION OF AGENDA – Adopted

CORRESPONDENCE – None

CONSENT CALENDAR

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

FINANCIAL

- 2011-2012 Audit** – Report given by auditor Doug Souza. It was moved by Marsh, second by Rinehart to accept the audit as presented. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.
- Approval of Warrants** – It was moved by Marsh, second by Rinehart to approve these warrants as written. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.
- 2013-2014 Budget** – Preliminary budget presented.

Manager's Updates/Report –

- During the winter months a certain part of Section E had many funerals and was constantly muddy. In trying to clean up the area and fix the destroyed grass two headstones were inadvertently covered with grass seed. New lawn grew in these parts and recently a family came out to visit their mother's grave. They couldn't find it because new grass had grown over it and covered the headstone. It was quickly corrected and we apologized to the family, but two local newspapers heard about it and published articles.

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UNFINISHED BUSINESS

1. **LAFCO Municipal Service Review/City of Oakley** – Still in progress.
2. **California Association of Public Cemeteries request for Trustees** – Okay to pursue. Agenda this item when new information is presented.

NEW BUSINESS

1. **Pipkins Family** – It was moved by Rinehart, second by Marsh to grant the Pipkins Family the authorization to have Mr. Pipkins as a fourth cremation burial in this plot. *Vote:* Ayes – Guise, Marsh and Rinehart. Noes – 0.
2. **Trustee Facchini of Alamo-Lafayette Cemetery Ailing** – Card sent.
3. **CAPC Education Seminar** – No one interested in attending.

CLOSED SESSION – (Pursuant to California government Code § 54957)

Closed Session began at 5:20 p.m.

Present: Chair Barbara Guise and Trustees Sharon Marsh and Vickey Rinehart. *Staff Members present:* District Manager Barbara Fee.

1. **Foreman Injury**
2. **Assistant Manager**

OPEN SESSION (Pursuant to California Government Code § 54957.1)

The District returned to open session at 5:50 p.m.

1. **Return to Open Session** – No reportable action was taken.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – Wednesday, October 16, 2013

ADJOURN: 5:50 p.m.