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Minutes
REGULAR MEETING
WEDNESDAY, AUGUST 17, 2022
4:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 4:07 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow and Trustee Michael Walko. *Staff Members present:* District Manager Patricia Howard and Cemetery Services Coordinator Aurora Garcia. Trustee Barbara Guise arrived at 4:30 p.m.

PUBLIC COMMENTS – None.

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

CORRESPONDENCE –

CAPC Annual Conference, various emails, and Covid-19 updates.

CSDA Annual Conference, eNews, various emails, and Covid-19 updates.

PCA Annual Conference

LAFCO Notice of Meeting and Agenda

MINUTES FOR APPROVAL – The minutes of June 15, 2022, has been tabled to the October 5, 2022, meeting.

FINANCIAL

1. **Approval of Warrants** – It was moved by Walko, second by Bristow to approve the warrants of June 2022, and July 2022. *Vote:* Ayes – Walko and Bristow. Noes – 0.
2. **Income and Expenditure Reports** – June 2022 and July 2022, Income and Expenditure Reports were given to the Board of Trustees.

NEW BUSINESS

1. **Annual Report** – It was moved by Walko, second by Bristow to approve the Annual Report. *Vote:* Ayes – Walko and Bristow. Noes – 0.
2. **CAPC Nominations** – It was moved by Guise, second by Walko to approve the District Manager Patricia Howard, to run for the CAPC Board of Directors. *Vote:* Ayes – Guise, Walko and Bristow. Noes – 0.
3. **Cash Payment Policy** – It was moved by Guise, second by Walko to change the District's acceptable forms of payment policy by not permitting cash payments. This is due to the local financial institutions requiring District's staffs personal banking information with all cash deposits. Ayes – Guise, Walko and Bristow. Noes – 0.
4. **Authorize District Manager to approve well / pump work.** It was moved by Walko, second by Guise to approve up to \$30,000 for pump/well repairs. Ayes – Guise, Walko and Bristow. Noes – 0.
5. **Conflict of Interest Code** – Tabled to the October 5, 2022, meeting

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – October 5, 2022, at Union Cemetery District.

ADJOURN: 5:00 pm.