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**MINUTES
REGULAR MEETING
WEDNESDAY, JUNE 19, 2024
3:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 3:02 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE ROLL CALL – *Present:* Chair Patricia Bristow and Trustees Emil Geddes and Trustee Michael Walko. *Staff Members present:* District Manager Patricia Howard and Cemetery Services Coordinator Aurora Garcia.

PUBLIC COMMENTS – None.

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

CORRESPONDENCE –

CSDA – eNews, various emails and legal updates

SDRMA – Annual Conference

City of Oakley – Notice of meeting

CCSDA / ACSDA – Notice of meeting and agenda

LAFCo – Notice of meeting and agenda

MINUTES FOR APPROVAL – It was moved by Geddes, second by Walko to approve the minutes of April 16, 2024, Special Meeting minutes of April 29, 2024, and June 11, 2024. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

FINANCIAL

- 1. Approval of Warrants** – It was moved by Geddes, second by Walko to approve the April 2024 and May 2024 warrants as presented. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 2. Income and Expenditure Reports** – April 2024 and May 2024, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

- 1. No Old Business**

NEW BUSINESS

- 1. Summer adaptive schedule** – It was moved by Walko, second by Geddes to change full casket burials from 8:00 am to 11:30 am., as recommended by District’s Workers Comp., during the summer heat. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
- 2. 2024/2025 Fiscal Year Budget** – It was moved by Walko, second by Geddes to approve the 2024/2025 Fiscal Year Budget. An updated budget will be submitted to the Trustees at the next regular meeting in August. *Vote:* Ayes – Walko, Geddes, and Bristow. Noes – 0.
- 3. 2023/2024 Budget vs Actuals** – Actuals were given to the Board of Trustees.
- 4. CCCERA** – It was moved by Geddes, second by Walko to prepay CCCERA the District’s share of retirement, in the amount of \$60,000. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – August 21, 2024, at 3:00 pm held at the Union Cemetery District.

ADJOURN: 4:32 pm.