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MINUTES
REGULAR MEETING
WEDNESDAY, OCTOBER 23, 2024
9:00 a.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 9:08 a.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Trustee Emil Geddes, Trustee Michael Walko and Trustee/Chair Patricia Bristow. *Staff Members present:* District Manager Patricia Howard.

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 –

BBID – Notice of proposed annexation of 200 acres for irrigation.

CAPC – Area Meeting, Annual Meeting, membership and newsletter.

CCC Clerk of the Board – Form 700 Be-Annual Update due this month.

CCSDA – Notice of Meeting and Agenda,

CSDA – eNews updates, Open Forum, Secretary Training, Special District Leadership Academy, Take Action Brief, Numerous Webinars and magazine.

Contra Costa Resource Conservation District – Rodeo and Coastal Clean-up.

Five Star Bank - Statement

GSRMA - 18th Annual Training Conference, meetings and newsletter

LAFCo – Notice of cancelled October meeting.

City of Oakley - California Environmental Quality Act

PCA – Newsletter

SDRMA – Risk Management, Safety Talk & Training, Open Enrollment - Benefits renewal, District Digest.

Stifel Investments - Statement

District Fund Balance – \$1,191,560.54

MY REPORT

Mai Garcia attended the SDRMA Safety training which was using a picture of the Lafayette Cemetery in their power point presentation, noting “what’s wrong with this picture”.

The cemetery lawns were fertilized and seeded last month and now look wonderful.

Cemetery chain link fence, second opening.

Attended the CAPC Area Meeting

Attended the GSRMA 18th Annual training in Corning

Applied for RMAP (up to 10% of total workers comp) and Safety Bank (up to \$1000) reimbursements from GSRMA

Opened Bank checking, money market (4.579 in interest) and endowment fund (4.579 in interest) accounts with Five Star Bank. Currently depositing all revenue paid by check. Once we receive the credit card machine in the mail, we will then deposit all revenue received from credit cards transactions.

Submitted papers to County to move the District's funds from the County to Five Star Bank. The County reached out with some questions and requested the last three years audits, which have been supplied.

Reached out to Bruce at BBID regarding the proposed annexation – Cort Family Trust proposed to

MINUTES FOR APPROVAL – It was moved by Geddes, second by Walko to approve the minutes of August 28, 2024, Special Meeting minutes of August 29, September 6, September 20, 2024. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

FINANCIAL

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

OLD BUSINESS

1. **No Old Business**

NEW BUSINESS

1. **Debt Management Policy** – It was moved by Geddes, second by Walko to approve the Debt Management Policy. **Resolution 2024.10-1.** *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
2. **Open account with California Class through CSDA** – It was moved by Geddes, second by Walko to open the account with California Class in the amount of \$100,000. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
3. **Employees holiday dinner** – It was moved by Geddes, second by Walko to approve the Employee Appreciation Christmas Dinner at Cap's Restaurant on December 17, 2024, at 6:00 pm. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
4. **2025 COLA for District staff** – It was moved by Geddes, second by Walko to approve a five percent raise to District staff starting in January 2025.

SETTING AGENDA OF NEXT REGULAR MEETING – December 17, 2024, at 3:00 pm held at the Union Cemetery District Office. Starting February 19, 2025, all future regular Board meetings will be held at 9:00 am.

ADJOURN: 10:18 am.