

Alamo-Lafayette Cemetery District

An Independent California Special District

3285 Mt. Diablo Blvd./P.O. Box 1955 • Lafayette, California 94549 • (925) 284-1353 Fax (925) 284-4144

MINUTES REGULAR MEETING JANUARY 13, 2020 1:00 P.M.

CALL TO ORDER

The meeting was called to order at 1:15 p.m. by Trustee Flood. *Present:* Chairperson/Trustee Nancy Flood, Trustee Carolyn Thiessen, Trustee Mary McCosker and District Manager Patricia Howard.

APPROVAL OF MINUTES

It was moved by McCosker, second Flood by to approve the November minutes as presented. *Vote:* Ayes – McCosker, Flood and Thiessen. Noes – 0. There was no December meeting.

PUBLIC COMMUNICATIONS

None.

CORRESPONDENCE

CAPC – Newsletter, Annual Meeting

CSDA – e-Newsletters and open forum digest

PCA – Newsletter, Area Meeting

LAFCO – Notice of Meeting and Agenda, Special District Elections

SDRMA – Newsletter

SUPERVISOR ANDERSEN – Reappointment of Flood

CCSDA – October Minutes, Treasury Report, Newsletter, Year-end Legislative Report and Meeting Program.

CLERK of the Board – Form 700

EBRPD – Newsletter

Print Out – \$252,968.25

DISTRICT MANAGER'S REPORT

Temporarily removed the arch from the entrance, to bring in the modular unit for staff to use while the office building is under construction. Asbestos abatement has not started on the office building. Attended the Wreaths Across America in December. Crepe Myrtles are being pruned. Mai and I have moved our office to a temporary space in Walnut Creek.

TRUSTEES REPORT

THIESSEN – Attended Wreaths Across America. Drove through the Alamo Cemetery looks really nice and neat.

FLOOD – Drove through Alamo Cemetery the Grounds-keepers were working. Drove through the middle road in the Lafayette Cemetery and noticed that the pavement is moving.

OLD BUSINESS

No Old Business

NEW BUSINESS

- a. **OBTAIN PROPOSALS FOR BUILDING CONSTRUCTION** – Howard will obtain proposals for building repair, renovation or to replace with a modular unit.
- b. **RESEARCH LOANS** – Howard will research loans and rates for a possible building renovation.
- c. **DISTRICT VEHICLE** – Howard will research government pricing for a hybrid vehicle.

RETIREMENT APPROVAL AND RESOLUTION FOR ALL REGULAR EMPLOYEES OF THE DISTRICT – It was moved by Thiessen, second by McCosker to approve the 457(a) or 401(a) for all employees of the District to receive up to 10% of their annual regular pay, with the exception that the percentage can be changed pending District finances. *Vote:* Ayes – Thiessen, McCosker and Flood. Noes – 0.

Thiessen had to leave the meeting for a doctor's appointment at 2:28 pm.

HOWARD'S EMPLOYMENT REVIEW – It was moved by Flood, second by McCosker to approve Howard to be brought closer to current market standards for her position. Howard has been with the District for 27 years and will be reviewed again in 2022. She will be eligible for an increase to close the gap in marker standards. **Flood and McCosker.** Noes – 0.

APPROVE ADJUSTING SALARIES TO SUPPORT THE DISTRICT'S GOAL OF ESTABLISHING PROPER ALIGNMENT AND COMPETITIVE COMPENSATION – It was moved by Flood, second by McCosker to approve the market standards for each of the following positions – District Assistant \$24.00 - \$28.00, Grounds-keeper \$20.00 - \$24 and Foreman Grounds-keeper \$25.00 - \$28.00 (each of these pay scales are based on a per hour basis). **Flood and McCosker.** Noes – 0.

WARRANTS - It was moved by McCosker, second by Flood to approve the November and December warrants as presented. *Vote:* Ayes – McCosker and Flood. Noes – 0.

NEXT MEETING

Monday, February 11, 2019, at 1:00 P.M.

ADJOURNED 2:59 p.m.