

# Alamo-Lafayette Cemetery District

An Independent California Special District

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

## MINUTES REGULAR MEETING MARCH 12, 2018 1:0 P.M.

### CALL TO ORDER

The meeting was called to order at 1:30 p.m. by Trustee Flood. *Present:* Chairperson/Trustee Nancy Flood, Trustee Carolyn Thiessen and District Manager Patricia Howard. Trustee Mary McCosker was absent.

### APPROVAL OF MINUTES

It was moved by Flood, second by Thiessen to approve the February minutes as corrected. *Vote:* Ayes –Flood, and Thiessen. Noes – 0.

### PUBLIC COMMUNICATIONS

None.

### CORRESPONDENCE

CCCSDA – Meeting and Grassroots notice  
CSDA – e-Newsletters, open forum digest and updates  
LAFCO – Notice of Meeting and Proposed Budget  
SDRMA – Safety Claims Education Day  
Print Out \$10,854.12

### DISTRICT MANAGER'S REPORT

New benches and garbage cans that were approved at the August Board meeting have been ordered. Confirmed with EBMUD that the drainpipe in the front northwest corner of the Lafayette Cemetery has been removed. Ordered a Bouncie Tracker for the District truck. The Bouncie will track movements, speed, hard braking, service, etc with real time updates. During the cold snap a Monterey pine tree cracked through its trunk and for safety purposes had to be removed immediately. I have again contacted Lafayette Pointe Condos Manager Marissa Hunter at Common Interests Management, regarding splitting the costs for much needed care of the Eucalyptus trees on their property. She replied with, "The Board discussed this issue at the last meeting and will not share the cost of trimming the trees as they are not on the Association's property." Met with Gordon Schell at Schell & Martin Surveyors, regarding a topography of the Lafayette Cemetery's eastern property line, which his firm will perform. Both Mai and I will attend the SDRMA sponsored Safety and Claims Education Day in Sacramento on March 20, 2018.

### TRUSTEES REPORT

**THIESSEN** – Drove through the Alamo cemeteries and no one was there. Up on the hill there is a tree stump just sitting there. Along the niches saw some dead flowers and twigs and along the middle road a dead branch. Looks nice and neat – well cared for. Bulbs are blooming and look nice.

**FLOOD** – Drove through the Alamo Cemetery, looked good. Noticed the bulbs were blooming. There was a big batch of snowdrops in full bloom. Things look very nice here in Lafayette.

## **OLD BUSINESS**

### **EMPLOYEE RETIREMENT**

Thiessen moved, second by Flood to approve a 401(a) retirement plan for District Manager Howard through Public Agency Retirement Services (PARS). The District will invest \$24,500 per year, to be divided in bi-weekly increments and disbursed each pay period. Resolution #2018-003. Please see attached PARS resolution. *Vote:* Ayes – Thiessen and Flood. Noes – 0. McCosker was out of town during the meeting but emailed the district to support the retirement plan.

## **NEW BUSINESS**

### **2016 / 2017 FISCAL YEAR AUDIT**

Flood moved to accept the 2016 / 2017 Fiscal Year audit, second by Thiessen. *Vote:* Ayes – Flood and Thiessen. Noes – 0.

### **WARRANTS**

It was moved by Thiessen, second by Flood, to approve the February warrants as presented. *Vote:* Ayes – Thiessen and Flood. Noes – 0.

## **NEXT MEETING**

Monday, April 9, 2018, at 1:00 P.M.

## **ADJOURNED**

3:10 p.m.