

Alamo-Lafayette Cemetery District

An Independent California Special District

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

**MINUTES
REGULAR MEETING
JANUARY 16, 2025
12:00 P.M.**

Meeting was held at the District Office located at 3285 Mt. Diablo Blvd., Lafayette, CA 94549

CALL TO ORDER – The meeting was called to order at 12:03 p.m. by Trustee McCosker.

PLEDGE OF ALLEGIANCE

ROLL CALL Present: Trustees - Steve Bolan, Paul Gardner and Trustee/Chair Mary McCosker. Staff: District Manager Patricia Howard. CC County Supervisor Andersen District 2, Chief of Staff, Jennifer Quallick.

PUBLIC COMMENTS – None

ADOPTION OF AGENDA – It was moved by Gardner, second Bolen to adopt the agenda as presented.
Vote: Ayes – Gardner, Bolen and McCosker. Nays – 0

CORRESPONDENCE

CAPC – Annual Conference and newsletter.

CCC – Supervisor Andersen’s weekly newsletters

CCSDA – Meeting date change and save the date

CSDA – eNews updates, Open Forum, Take Action Brief, Numerous Webinars, Membership Dues, roster update and newsletter

EBMUD – Water conservation, budgets, irrigation repairs rebate and savings

GSRMA – Newsletter

EBRPD – Park Explorer and Newsletter

LAFCo – Notice of Meeting and agenda

Museum of the San Ramon Valley – Holiday exhibit, Holiday’s shopping, The virtual history of Mt. Diablo state park and the historic Presidio virtual program.

Netifile – Form 700

PCA – Newsletter

SDRMA – December Risk Management, Workers Comp posters, District Digest, Webinars, Spring Education Day and health forms

Howard’s Report

Trustee Gardner and Bolen have been added to the various organizations, associations and groups that the District belongs to.

Spoke with Mr. Camp about the cemetery’s needs and safety. Before he can give the District a price, he will need a complete and detailed survey of both cemeteries.

Contacted a few different surveyors for proposals to survey both cemeteries.

Susan Craig reached out to the office concerning the Alamo Cemetery. She is not happy with its current condition.

The Lafayette lawns still look green and healthy.

The office has been busy with marker placements, cremation and niche burials and interest.

On January 4, 2025, I have been with the District for 31 years. When would the Board like to schedule my review? Trustee Gardner – Please place it on the March agenda.

The cemetery pre-need and burial info will be added to CemSites cemetery software.

Alamo Cemetery is almost out of niches, which is what brings in most of the District's generated revenue. Please consider adding more soon.

APPROVAL OF MINUTES – It was moved by Gardner, second by McCosker to approve the minutes as presented. *Vote:* Ayes – Gardner and McCosker. Bolen abstained. Nays – 0

FINANCIALS –

- a. It was moved by Bolen, second by Gardner to approve the December 2024 warrants as presented. *Vote:* Ayes – Bolen, Gardner and McCosker. Nays – 0.
- b. Monthly Financials for December 2024 were given to the Board.

OLD BUSINESS

No Old Business

NEW BUSINESS

- a. **Report of the Walkthrough of the Alamo and Lafayette Cemeteries** – Trustee Gardner reported that he and former Trustee Thiessen, walked the grounds at the Alamo Cemetery. There are a lot of areas that need to be address immediately. The front of the Alamo Cemetery looks bad and needs to be cleaned up, especially along the new cement retaining wall. There are markers that need to be reset. The Alamo Cemetery entrance stone walls where the gates are located need to be pressure washed. There is some concern that there may be markers underneath the dirt along the front where the cement wall was installed. Howard will obtain estimates to replace the retaining wall in block 23 (Arrol)in the Alamo Cemetery. As soon as the survey proposals are available, they will be presented to the Board. Trustee McCosker and District Manager Howard walked the grounds and there are a lot of areas that need care like the office, restroom, retaining walls, paving, water, etc.
- b. **Approval for Howard to Continue to serve on the CAPC Board** – It was moved by McCosker, second by Bolen to approve Howard to continue to serve on the CAPC Board of Directors. *Vote:* Ayes – McCosker, Bolen and Gardner. Nays – 0.

COMMENTS FROM TRUSTEES

Bolen – Please add to the February agenda to increase the Board of Trustees from 3 members to 5 members. Filled out Form 700 for Trustees assuming office.

McCosker – There will be Lafayette Cemetery tours for Lafayette 3rd graders in March and April.

ADJOURN MEETING – 1:00 P.M.

NEXT MEETING: February 10, 2025, at 1:00 P. M. held at the District Office