

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
DECEMBER 9, 2024
1:00 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 1:11 p.m. by Trustee McCosker.

PLEDGE OF ALLEGIANCE

ROLL CALL Present: Trustees - Paul Gardner, Carolyn Thiessen and Trustee/Chair Mary McCosker. Staff: District Manager Patricia Howard. Prospective Trustee Steve Bolan.

PUBLIC COMMENTS – None

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

CORRESPONDENCE

CAPC – Annual Conference, membership dues and newsletter.

CCC – Supervisor Andersen’s weekly newsletters

CCC Treasurer / Tax Collector – Listing of properties up for Public Auction

CCSDA – Agenda and Meeting

CSDA – eNews updates, Open Forum, Special District Leadership Academy, Take Action Brief, Numerous Webinars, Membership Dues

LAFCo – Notice of Meeting and agenda

Museum of the San Ramon Valley – Virtual program: In the shadow of Diablo; Ghosts of Black Diamond and Holiday’s in the Valley

PCA – Newsletter

SDRMA – Risk Management, Safety Talk & Training, District Digest, Webinars.

Supervisor Andersen’s office – Steve Bolan will be appointed to the Board of Trustee’s on December 17th, 2024. His appointment will start on January 5, 2025, through January 4, 2029.

MY REPORT

I emailed Terry Camp about the work in both cemeteries. He responded by stating that this is a very complicated request and that there would need to be a topographic survey completed for both cemeteries first. I ask him to give the District a bid to do the topographic survey for both cemeteries. The Cemetery CPA has sent me the final Audit and it presents fairly which is the best rating. The Districts position has improved over the last fiscal year.

I spoke with a part-time contracted worker about leaving any piles of dirt and debris and confirmed that he is to remove them. He is still working on the squirrel problem. Also, the Alamo Cemetery just had a couple of cremation placements where a mound of dirt is left behind so that when the dirt compacts,

the ground won't sink.

The Lafayette lawns still look great.

The office has been extremely busy with sales interest, burials and families and friends inquiring if their loved ones are placed in the Alamo or Lafayette Cemeteries.

Hired a part-time office staff Lesley Gonzalez. This will save the District approximately \$2,000 per month in BBKUCD staff fees and miles.

I want to take a moment to say thank you to Trustee Carolyn Thiessen, for her 25 years of dedication and service to the District. Unfortunately, she was not reappointed.

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

FINANCIALS –

- a. It was moved by Gardner, second by Thiessen to approve the November 2024 warrants as presented. *Vote:* Ayes – Gardner, Thiessen and McCosker. Nays – 0.
- b. Monthly Financials for November 2024 were given to the Board.
- c. District fund balance - \$593,554.22

OLD BUSINESS

- a. **Cost of Living 2025** – It was moved by Thiessen, second Gardner to approve a 5% COLA on staff salaries. *Vote:* Ayes – Thiessen, Gardner and McCosker. Nays – 0

NEW BUSINESS

- a. **Fiscal Years 2022/2023 and 2023/2024 Audit** – After speaking to CPA Kevin Brejnak, regarding the audit, it was moved by Thiessen, second Gardner to approve fiscal years 2022/2023 and 2023/2024 audit. The District presented fairly and with no findings, which is the best possible audit status a state of California government agency can receive. The District's net position increased by approximately 24.4% compared to fiscal year 2022-23. *Vote:* Ayes – Thiessen, Gardner and McCosker. Nays – 0

COMMENTS FROM TRUSTEES

Thiessen – Drove through the Alamo Cemetery – with all the problems, it still looks good. Did a walkthrough with Trustee Gardner.

ADJOURN MEETING in honor of Trustee Carolyn Thiessen for her 25 years of service to the District – 1:59 P.M.

NEXT MEETING: January 13, 2025, at 1:00 P. M. held at the District Office