

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
NOVEMBER 11, 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 1:00 p.m. by Trustee McCosker.

PLEDGE OF ALLEGIANCE

ROLL CALL Present: Trustee/Chair Mary McCosker and Trustee Carolyn Thiessen. Trustee Paul Gardner attended by phone. Staff: District Manager Patricia Howard. CC County Supervisor Andersen District 2, Chief of Staff, Jennifer Quallick. Prospective Trustee Steve Bolan.

PUBLIC COMMENTS – None

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

CORRESPONDENCE

CAPC – Annual Conference.

CCC – Supervisor Andersen’s weekly newsletters

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

City of Lafayette – Notice of Public Meeting on Thursday November 21, 2024, at 4:00 pm., regarding upgrades to Lafayette Highlands Apartments

LAFCO – Notice of Meeting and Agenda

Lafayette Historical Society – Newsletter

Museum of the San Ramon Valley – Virtual program: In the shadow of Diablo; Ghosts of Black Diamond.

PCA – Staff training day

SDRMA – Risk Management, Safety Talk & Training, Open Enrollment - Benefits renewal, District Digest, Webinar – 1059B/1095C Medical Reporting.

Susan Foord – Emailed proposal to replace the small wooden sign at the entrance of the Alamo Cemetery, on the front of the Stow plot.

Letter from Berckefeldt – Wanting to be placed in the Baldwin family site. She is the great-granddaughter of the original purchaser

Terry Camp, Camp & Camp Associates, INC. – Report for the Alamo Cemetery

MY REPORT

I contacted EBMUD about the water that was left on in the Lafayette Cemetery on 9/27-9/30. There is nothing they can or will do.

There are new holes in the Alamo Cemetery, and as soon as we fill them the squirrels dig new holes.

Attended the CAPC meeting in San Luis Obispo. The meeting was informative. There was a lot of discussion about homelessness and vandalism and squirrels in the cemeteries. It seems we are all encountering the same issues. David Becker with CSDA held an all-day training, "The Board's role in finance and fiscal accountability". Bob Hunt, former/retired ALCD attorney, was in attendance. He held a discussion on the California Health and Safety Code for Cemetery Districts.

The Cemetery CPA has sent me the draft Audit and it presents fairly which is the best rating. Once I have the final audit, he will attend the following board meeting to address any concerns or questions you may have.

On Friday November 1, 2024, the District missed out on a \$12,000 sale due to the Town of Danville paving the front of the cemetery and El Portal. The District wasn't notified that there would be work done which could cause temporary road closures. I gave the family the option and they chose not to meet because they did not want to deal with any temporary closures, since they had just buried their loved one the day before. I am disappointed that the Town of Danville did not give the District advance notice that work would be performed on the road in front of the Cemetery. In the past, they have always given the District notice. Trustee Gardner and Supervisor Andersen's Chief of Staff Jennifer Quallick, both indicated that there was a sign on the road by the cemetery that they felt was sufficient. A lady named Michelle called about plywood left on her family's site in the Alamo Cemetery. I immediately asked Adrian to move it. The plywood is used for burials and has always been kept at the cemetery, but usually in a different place. However, he moved it to a different area to address the squirrel problem. Also, Michelle said that before calling the office, she met Trustee Gardner in the cemetery who was also upset and said he would address this issue too, with the District Manager. I contacted CSDA and asked if they could lower the District's annual dues. It was approved at \$300 vs. \$1983.

Another busy month.

The Lafayette lawns still look great.

Trustee Gardner emailed me in an attempt to allow Supervisor Andersen's Chief of Staff Jennifer Quallick to attend the meeting by telephone. This was denied due to it being against the Brown Act. Lastly, at this meeting and unbeknownst to Trustee Thiessen, Trustee McCosker and myself, the upcoming prospective Trustee Steve Bolan, attended the meeting. Trustee Thiessen was thanked for her 25 years of service to the District but was told she would probably not be reappointed. I am disappointed in the way this was handled; it was unprofessional and uncaring towards Mrs. Thiessen as Mr. Bolan stated directly to me that he was referred to the open trustee position on ALCD's board by his good friend Diane Burgis who referred him to Supervisor Andersen for the position.

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 October 2024 warrants as presented. *Vote:* Ayes – Gardner, Thiessen and McCosker. Nays – 0.
- b. Monthly Financials for October 2024 were given to the Board.
- c. District fund balance - \$599,831.73

OLD BUSINESS

No Old Business

NEW BUSINESS

- a. **Fundraising** – All different aspects of fundraising were discussed, including scope of work and bids and how the District could handle RFP's. Supervisor Andersen's Chief of Staff, Jennifer Quallick stated that Howard can just add it to the District's website. The Board requested that Howard reach out to Terry Camp and get a price on what he would charge the district to put together a list of the much-needed work in both cemeteries, prioritize it and then give the District a breakdown of the approximate costs to do the work.
- b. **Cost of Living 2025** – Cost of living was discussed for Howard. Trustee McCosker asked Howard if BBKUCD gave its employees a COLA. Supervisor Andersen's Chief of Staff, Jennifer Quallick asked Howard if she *gets* a COLA at both agencies. It was noted for the record that this will be the second or third time Howard has received a COLA in the 30+ years that she has been with the District. After more discussion, Thiessen motioned to approve a 5% COLA for District Manager Howard. She felt Howard deserved it due to her years of service, experience and care of the District. However, Supervisor Andersen's Chief of Staff, Jennifer Quallick directed the Board not to vote on any increase for Howard and to "wait until the new Board is formed" at the January 2025 meeting.

COMMENTS FROM TRUSTEES

Thiessen – Drove through the Alamo Cemetery - same old problems. Drove through the Lafayette Cemetery - it looked good. The flags look good in both cemeteries.

Gardner – Wants the Board to look into ZOOM or an online meeting forum. When the guys are working in the Alamo Cemetery and are finished, they need to put all the piles of dirt and debris away.

McCosker – City of Lafayette is planning a celebration of the 200th anniversary of the visit of the Marquis de LaFayette to the United States in 1824. The program will take place at the beginning of April.

ADJOURN MEETING – 2:12 P.M.

NEXT MEETING: December 9, 2024, at 1:00 P. M. held at the District Office