Alamo-Lafayette Cemetery District

An Independent California Special District

P.O. Box 1955 • Lafayette, California 94549 • (925) 284-1353
Email: office@alcdist.org

AGENDA
BOARD OF TRUSTEES MEETING
March 30, 2026
1 P.M.

To Be Held at: County Supervisor Candace Andersen's Office 3338 Mt. Diablo Blvd. Lafayette, CA 94549

Persons with disabilities planning to attend the meeting may request reasonable accommodations by contacting the District Office by phone or email at least 72 hours before the meeting. Management will use its best efforts to provide reasonable accommodations with accessibility and public safety.
"Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Alamo-Lafayette Cemetery District less than 96 hours prior to that meeting are available for public inspection at the District Office: 3285 Mt. Diablo Blvd., Lafayette, during normal business hours.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
PUBLIC COMMENTS - *Members of the Public may address the Board on any issue, including those not on the agenda. The Board Chair will place a three-minute time limit on speakers addressing the Board. Items not on Agenda cannot be acted on by Board.*

ADOPTION OF AGENDA - *A copy of this Agenda and support materials are available to the public upon request. Request may be made by contacting the District at 925-284-1353, or email at dm@alcd.org*

CORRESPONDENCE – *None*

MINUTES FOR APPROVAL – March 9 Regular Meeting

FINANCIAL: **Approval of Warrants, if any**

OLD BUSINESS:

1. **Progress of PG&E approval of new electric pole to power the planned Alamo Cemetery gate**

NEW BUSINESS:

1. **Open discussion regarding progress to date of :**

   a. **District Manager training in county financial processes and other operating processes**
   b. **Backup plan when District Manager needs assistance or is unable to work**
   c. **Review of ALCD financials, Income and Expenditures**
   d. **New/Unresolved Issues requiring Board input/approval**

2. **Discussion and recommendations for response to SDRMA regarding ALCD Property Audit**

3. **2025 Outside Audit Engagement**
4. **Discuss and approve time for Board and District Manager to review and organize contents of safe**

COMMENTS FROM TRUSTEES

SET AGENDA OF NEXT REGULAR MEETING ON APRIL 13, to be held at Supervisor Andersen's Lafayette Office

ADJOURN

Alamo Lafayette Cemetery District
Special Board Meeting
March 30, 2026
Minutes

Attending: Paul Gardner, Steve Bolen, Craig Nuchels, Jen Quallick, Mary McCosker

The meeting was called to order at 1:05 pm.
The Minutes of the March 9th Regular Meeting were approved.

Financial:

- The District Manager shared a sheet which showed outstanding checks. He is still having difficulty accessing computer sites related to our ability to pay bills or write checks. He is now able to deposit checks at the bank.
- There was a credit from SDRMA as well as an online charge from them that need to be reconciled.

Old Business:

- A $750 check will be sent to the Town of Danville for their review and approval of our plan to have a secondary pole installed to feed electricity to the proposed new gate at the Alamo Cemetery.

New Business:

- The District Manager feels more comfortable in understanding our financial Programs except for electronic deposits (but checks can be manually deposited at the bank).
- Financial information for the Cemetery District can be viewed on WorkDay.
- The Board discussed how to set up an emergency backup plan should the District Manager be unable to work.
- A review of the ALCD financials including income and expenditures was tabled until the next meeting.
- A forensic auditor from the District Attorney's office imaged the ALCD computer system for their continuing investigation.
- ALCD's former District Manager has not been as forthcoming with questions from our new District Manager as we would have liked. It was thus suggested that the Board send a letter to her requesting her

cooperation, with a copy to the Brentwood Byron Knightsen Cemetery Board.

- The Board agreed that we should scrub our existing website and create a new one. Jen Quallick suggested the names of several people who could help us to accomplish this.
- There seems to be some confusion with SDRMA about our buildings and niches and what materials they are constructed from. DM Nuchols will follow up to provide this information.
- SDRMA will be investigating former DM Howard's Workers Comp Claim.
- Board Member Gardner will look for contacts to recommend a new auditor for ALCD.
- Board Member McCosker will meet with DM Nuchols to begin the process of organizing the documents in the safe. The Board also expressed its willingness to assist in cleaning out and organizing the equipment shed.
- DM Nuchols would like to have business cards available so will look into how to accomplish this.
- The Board also would like to establish guidelines for ALCD credit card use by filling out forms before using it.

The meeting was adjourned at 3:05 pm.