

# 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

**MINUTES  
REGULAR MEETING  
OCTOBER 20, 2025  
1:00 P.M.**

Held at: Supervisor Candace Andersen's Office 3338 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: Trustees - Steven Bolen, Paul Gardner and Trustee/Chair Mary McCosker. Staff: District Manager Patricia Howard. Supervisor Andersen's Chief of Staff Jennifer Quallick.

**PUBLIC COMMENTS** – None

**ADOPTION OF AGENDA** – It was moved by Bolen, second by Gardner to adopt the agenda as presented.

*Vote:* Ayes – Bolen, Gardner and McCosker. Nays – 0

**CORRESPONDENCE**

CAPC – October Area Meeting, updates

CCC – Supervisor Andersen's weekly newsletters, Notice of meeting and agenda

CC County Auditor/Controller – Elimination of Pennies, Property Auction

CCSDA – Meeting Follow Up

CSDA – e News updates, Brown Act overhaul, Open Forum, Take Action Brief, Board Secretary

Conference, General Manager Leadership, Numerous Webinars

CC Resource Conservation District – Coastal Clean-up

EBMUD – Smart Water Habit, Current Water Usage

EBRPD – October Park Explorer

LAFCo – Agenda and Meeting October 8, 2025

Lafayette Historical society – Newsletter

Museum of the San Ramon Valley – First People of California

SDRMA – District Digest, various Webinars and October Risk Control & Safety

WAA – Notice of Zoom Meeting and the Placement of Wreaths on December 13, 2025

**HOWARD'S REPORT**

Please review the items Primo has sent by email to clarify exactly what work he is proposing to do at the cemeteries and to give the Board the option of deciding which projects to move forward with.

The District's Grounds staff member submitted his resignation in September.

The sod that was recently placed in the front lawn is being torn up by racoons.

I have been forwarding all communications from the City of Lafayette to the District's legal counsel regarding their easement, the storm drain and pipe, and the retaining wall next to their easement.

AUHSD Students have been working nicely in the cemetery every Wednesday.

Museum of the San Ramon Valley has scheduled a tour in October that I have no record of.

The Veterans' medallions have been moved from the majority of the graves throughout the Lafayette Cemetery.

**APPROVAL OF MINUTES** – It was moved by Bolen, second by Gardner to approve the regular meeting minutes of September 8, 2025, as presented. *Vote:* Ayes – Bolen, Gardner and McCosker. Nays – 0. It was moved by Gardner, second by Bolen to approve the special meeting minutes of September 4, 2025, as presented. *Vote:* Ayes – Gardner, Bolen and McCosker. Nays – 0. It was moved by Bolen, second by Gardner to approve the special meeting minutes of September 19, 2025, as presented. *Vote:* Ayes – Bolen, Gardner and McCosker. Nays – 0. It was moved by Gardner, second by Bolen to approve the special meeting minutes of September 30, 2025, as presented. *Vote:* Ayes – Gardner, Bolen and McCosker. Nays – 0.

**FINANCIALS –**

- a. It was moved by McCosker second by Bolen to approve the September 2025 warrants as presented. *Vote:* Ayes – McCosker, Bolen and Gardner. Nays – 0
- b. Monthly Financials for September 2025 were given to the Board.

**OLD BUSINESS**

- c. **CONSTRUCTION UPDATE** – The Board approved the following work to be performed by Green Trust – new power pole in the Alamo Cemetery the cost \$7735.29. It was moved by McCosker, second by Gardner to approve the power pole work in Alamo. *Vote:* Ayes – McCosker, Gardner and Bolen. Nays – 0. It was moved by Bolen, second by Gardner to approve the removal of the excess dirt in the Lafayette Cemetery the cost \$5769.60. *Vote:* Ayes – Bolen, Gardner and McCosker. Nays – 0. The Board requested biddable documents for the retaining wall work in both cemeteries. Supervisor Andersen's Chief of Staff Jennifer Quallick asked if biddable documents are RFPs?

**NEW BUSINESS**

- a. **No new business**

**COMMENTS FROM TRUSTEES**

Supervisor Andersen's Chief of Staff Jennifer Quallick asked if the November 10, 2025, Board meeting is at 3:00 pm?

**ADJOURN MEETING** – 1:53 pm.

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