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**MINUTES
REGULAR MEETING
FRIDAY, JUNE 20, 2025
9:00 a.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 9:12 a.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow, Trustee Michael Walko and Trustee Emil Geddes. *Staff Members present:* District Manager Patricia Howard and Cemetery Services Coordinator Aurora Garcia. Project Manager Primo Facchini and Assistant Samantha Ruzbarsky.

PUBLIC COMMENTS – None.

ADOPTION OF AGENDA – It was moved by Walko, second by Geddes to adopt the agenda as presented. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

CORRESPONDENCE

California Class – Weekly newsletter and updates on the District's investments

CAPC – Newsletter

CC District Attorney – On May 23, 2025, District documents were submitted to Jun Fernandez with the District Attorney's office.

CSDA – eNews updates, Open Forum, Take Action Brief, News Magazine, various Webinars Year End Legislative Report, General Manager leadership academy and awards

LAFCo – Notice of meeting and agenda, Election

PCA – Upcoming training day, meeting and events, newsletter

SDRMA – Health Benefits Program, various Webinars and Affordable care act

HOWARD'S REPORT

The Public Cemetery Alliance has asked me to be on their Board. I attend these meetings through BBKUCD, and it would not take away any more of my time.

I attended the June PCA area meeting in Corning

Please be aware of your surroundings, be aware of rattlesnakes, coyotes, etc.

Has the board completed the required brown act, implicit bias, and harassment training?

The lawns have been fertilized. Unfortunately, the District lawnmower is being serviced and the backup is no longer worker nor serviceable. It is time to purchase a second mower.

The irrigation controller needed to be adjusted, and sprinkler heads were adjusted and some were replaced.

Finally received the settlement with SiteOne.

Galt / Arno Cemetery District has a cemetery etiquette page on their website. I will edit their etiquette policy to comply with BBKUCD's policies.

MINUTES FOR APPROVAL – It was moved by Walko, second by Bristow to approve Regular meeting minutes of April 16, 2025, and Special meetings of April 30, 2025, and May 29, 2025. *Vote:* Ayes – Walko, and Bristow. Geddes abstained. Noes – 0.

FINANCIAL

Approval of Warrants – It was moved by Walko, second by Geddes to approve the April and May 2025 warrants as presented. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

Financial Reports – April and May 2025, Financial Reports were given to the Board of Trustees.

OLD BUSINESS

1. **Primo Facchini** – It was moved by Walko, second by Geddes to approve the updates to the resolution numerical letter. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

NEW BUSINESS

1. **2025/2026** – It was moved by Geddes, second by Walko to approve the 2025/2026 Fiscal Year Budget. An updated budget will be submitted to the Trustees at the next regular meeting in August. *Vote:* Ayes – Geddes, Walko, and Bristow. Noes – 0.
2. **CCCERA - Prepay District's share of CCCERA - \$65,000** - It was moved by Geddes, second by Walko to prepay CCCERA the District's share of retirement , in the amount of \$65,000. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
3. **Update Price list** - It was moved by Walko, second by Geddes to update the price list. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – August 20, 2025, to be held at the District Office.

ADJOURN: 10:59 am.