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**MINUTES**  
**REGULAR MEETING**  
**WEDNESDAY, FEBRUARY 18, 2026**  
**9:00 a.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 9:10 a.m. by Chair Patricia Bristow.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – *Present:* Chair Patricia Bristow and Trustee Emil Geddes. *Staff Member(s) present:* District Manager Patricia Howard. Project Manager Primo Facchini, Jr. and his Assistant Alison Wood. Clair Alaura, Supervisor Burgis' Deputy Chief of Staff and Susanna Thompson, CCC Fire Protection District. Trustee Walko was absent due to a previous schedule commitment.

**PUBLIC COMMENTS** – None.

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

**CORRESPONDENCE**

CAPC – Annual Conference and Winter Newsletter

CSDA – e News updates, Awards, Board Vacancy, Cyber Security Funding Grants, Legislative Days, News Magazine, Open Forum, Take Action Brief and Numerous Webinars

CCSDA – Bimonthly meeting and Annual Dinner

CCCERA – Reconciliation of advance on payment

GSRMA – Gold Standard, Rick Beale – Year End Industrial Updates and Annual Report

Employment Contract – Howard accepted the employment contract

Land Buyers – Land Buyers letter inquiring if we have any property we would be interested in selling

PCA – Winter Newsletter and Job Opening

SDRMA – District Digest, various Webinars and January and February Risk Control & Safety and Labor Law posters

**HOWARD'S REPORT**

The District has been running smoothly.

My PC partners contract update, add cybersecurity to protect the cemetery.

CSDA is offering a cyber security grant funding webinar in March that I am considering taking. My hope is that they will reimburse the District for the additional cost to add cyber security.

Green burial, is the Board interested in offering it?

Met with KMI Niche company to go over adding additional niches to Section F and to the upcoming Veterans Memorial area.

We have numerous full casket sites that are not usable for casket burials and can be used as cremation sites.

**MINUTES FOR APPROVAL** – It was moved by Geddes, second by Bristow to approve the regular meeting minutes of December 16, 2025. *Vote:* Ayes – Geddes and Bristow. Noes – 0.

**FINANCIAL**

**Approval of Warrants** – It was moved by Geddes, second by Bristow to approve the December 2025 and January 2026 warrants as presented. *Vote:* Ayes – Geddes and Bristow. Noes – 0.

**Financial Reports** – December 2025 and January 2026, financial reports were given to the Board of Trustees.

**OLD BUSINESS**

1. **Project Manager / Construction Update**– Project Manager Facchini gave the Board an update on the upcoming District construction.

**NEW BUSINESS**

1. **Form 700** – Need to obtain Walko’s 2025 Form 700.
2. **CCSDA – Annual Dinner.** It was moved by Geddes, Bristow second to approve a donation of \$1000 to CCSDA for their annual dinner.
3. **Brian Hughes, Attorney.** It was moved by Geddes, second by Bristow to approve the Brian Hughes engagement proposal. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
4. **CAPC – Letter recommending Ken Sonksen Sanger/Del Ray Cemetery District.** It was moved by Geddes, second by Bristow to approve the CAPC letter in support of Ken Sonksen. *Vote:* Ayes – Geddes and Bristow. Noes – 0.
5. **2024/2025 Audit** – Tabled
6. **Increase Board** – Tabled

**SETTING AGENDA OF NEXT REGULAR MEETING – April 15, 2026, to be held at the District Office.** – It moved by Geddes, second by Bristow to approve the setting of the next regular agenda. *Vote:* Ayes – Geddes and Bristow. Noes – 0.

**ADJOURN:** 10:11 am.