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BOARD OF TRUSTEES' ANNUAL REPORT July 1, 2020 - June 30, 2021

During this past fiscal year, the District sold 31 full casket in-ground sites, 4 cremation sites and 5 niches. There were 52 full casket, 22 in-ground cremation and 10 niche burials.

This past May the District planted 100 crepe myrtles trees and 440 creeping jasmine plants as part of the cemetery beautification plan.

Our grounds keepers have been maintaining the cemetery, as well as the opening/closing for all interments. Here are some of the expenses associated with running our District: workers compensation and property insurance \$41,784; employee benefits \$45,764; funeral supplies and vaults \$18,000; pest control \$4,500. Professional services – Legal Counsel \$10,384; CPA (State of California required Annual Audit, including the past four fiscal years of GASB 68 and 75) \$30,300; interactive cemetery software \$14,200 and much needed tree work \$105,050.

The District's utilities increased with the annual costs of Pacific Gas and Electric \$10,500; disposal \$4,200; telephone and internet \$4,600.

The Board of Trustees hired Patricia Howard, District Manager of the Alamo-Lafayette Cemetery District as a part-time consulting Manager for BBKUCD.

Costs are up in keeping the District running smoothly, including employee benefits and supplies.

Operating a public cemetery is very different than operating a private cemetery. Private cemeteries are not obligated to follow the California Health and Safety code when setting prices. They have many options at their disposal including no limit on the area they serve, trading, brokers, sales, discounts and accepting payment plans. Unfortunately, public cemeteries are very limited in the way of options – our District does not offer payment plans, sales or discounts and use of the cemetery is limited to residents of the tax district.

Covid-19 is still very much a part of our daily routine. Only two persons are permitted to select and finalize the cemetery purchase of plots or niches and/or the scheduling of services. Witnessing the lowering of caskets, are now permitted. However, witnessing the closing of the grave is not permitted due to safety concerns. All staff and persons attending services or visiting the office are required to wear a mask and socially distance by six feet. The District has spent approximately \$2,500 for the purchase of Personal Protective Equipment (PPE) for staff.

As of June 2021, the District has \$331,725 in its Endowment Fund. The annual operating budget was \$443,916. Total tax revenue from 2020-21 F/Y was \$727,422.

Respectfully submitted on this 20th day of October 2021, by District Manager Aurora Garcia and Co. Manager Patricia A. Howard.

Patricia Bristow, Trustee / Chairperson

Barbara Guise, Trustee

Deborah Spinola, Trustee