



Mailing: P.O. Box 551
Location: 11545 Brentwood, Blvd.
Brentwood, CA 94513
Phone (925) 634-4748
Email: dm@bbkucd.org
Web: BBKUCD.org

MINUTES
REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2024
9:00 a.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 9:07 a.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS – None.

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

CORRESPONDENCE

CCC – 24/25 Property tax administration

CAPC – Annual Conference, Trustee and Manager nominations, Scholarship and registration deadlines.

CCSDA – Meeting agenda and Annual dinner

CSDA – eNews updates, Open Forum, Take Action Brief, Numerous Webinars, Board Nominations and claims education day

Crown Vault – Specials on their urn vaults

EBRPD – Park Explorer

Five Star Bank – Interest Income

GSRMA – RMAP, Workers Comp, upcoming meeting dates, the gold standard in Risk Management, Board report,

LAFCo – Notice of Meeting and agenda

Netifile – Form 700 training and reminder that the annual statement is due on April 1, 2025

PCA – Upcoming training day, list of upcoming events for 2025.

SDRMA – December Risk Management, Workers Comp posters, District Digest, Webinars, Spring Education Day, affordable care act, benefits invoice and Vector Solutions

Stifel – Statement

Twin Rock Land and Co – Offer to buy the cemetery land

HOWARD'S REPORT

The lawns still look good. We will order and use the same fertilizer for all lawns, again, in the next month or so.

Jake Dickman with GRSMA and went over the RMAP program. We were able to submit 90% of the required info and or paperwork in order to get a 5% discount on our workers' comp this year. Jake also confirmed that we are doing a great job, the District went from 2-3 claims yearly to 0 claims for the past 5 years.

Updated some of the District's policies for punctuation, grammar and updated laws.

The District's legal counsel was able to get one of the attorneys who is involved in the loan process to change their verbiage and lower their rate. I have a meeting with the loan company for this Friday 2/21/2025.

The District is now depositing all the District generated revenue into the Five Star Account. Next week we will start using our checking account to cut checks.

BBID is offering to file a quit claim for the easement on the defunct waterline that runs through the property. However, they want the District to submit a check in the amount of \$3000. I believe there is only one easement but there could be more. Also, I have asked that they update the verbiage in the quit claim to add a “not to exceed” amount.

Aurora has been working with Rick Woods and Pamela Duffield at CSDA on updating all the District’s financial in QuickBooks and the required board spreadsheets/financials.

There is a family who is very upset about a tree that was planted 9 years ago, and this is the first time they have been back to the cemetery since then and noticed that the tree is not there. They want to be refunded the entire amount paid for the area the tree was planted in.

Everything is running smoothly.

MINUTES FOR APPROVAL – It was moved by Walko, second by Geddes to approve the minutes of December 17, 2024.

Vote: Ayes – Walko, Geddes and Bristow. Noes – 0.

FINANCIAL

Approval of Warrants – It was moved by Geddes, second by Walko to approve the December 2024 and January 2025 warrants as presented. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

Income and Expenditure Reports – December 2024 and January 2025, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

Update Resolution numerical order from the December 2024 meeting – 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

Transfer \$350,000 from fund 360300 to Five Star Bank, Money Market Account – It was moved by Walko, second by Geddes to approve the transfer of the \$350,000 from fund 360300 to the Five Star Bank, Money Market account. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

Approve updated Rules and Regulations– It was moved by Geddes, second by Walko to approve the updated Rules and Regulations. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

Approve updated Public Policy – It was moved by Geddes, second by Walko to approve the updated Public Policy. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

Approve updated Reserve Policy – It was moved by Geddes, second by Walko to approve the updated Reserve Policy. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

Approve Conflict of Interest Code – It was moved by Walko, second by Geddes to approve the Conflict-of-Interest Code. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

Approve updated Statement of Investment Policy – It was moved by Geddes, second by Walko to approve the updated Statement of Investment Policy. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – April 16, 2025, held at the District Office.

ADJOURN: 10:58 am.