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MINUTES
REGULAR MEETING
WEDNESDAY, APRIL 15, 2026
9:00 a.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 9:03 a.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow, Trustee Walko and Trustee Emil Geddes. *Staff Member(s) present:* District Manager Patricia Howard. Project Manager Primo Facchini, Jr. and his Assistant Alison Wood. CPA Kevin Brejnak called into the meeting at 9:30 am.

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

CAPC – Annual Conference and Spring Newsletter

CC County Administrator – Property Tax Administration Charges

CSDA – e News updates, Awards, Board Vacancy/Call for Nominations, Legislative Days, News Magazine, Open Forum, Take Action Brief and Numerous Webinars

CCSDA – Annual Dinner

CCCERA – Employee Newsletter

City of Oakley – Bridgehead Industrial Project / amendment and Ponderosa Homes Tentative Map of Homes

GSRMA – Gold Standard, Rick Beale – January and March Board Meeting report and Annual Conference

PCA – Spring Newsletter and Board Meeting

PGE – Will be accessing tree for power line limb removal

SDRMA – District Digest, various Webinars, March and April Risk Control & Safety, April Take Action Brief.

Supervisor Burgis' – Weekly Newsletter

HOWARD'S REPORT

Personnel & Meetings

- Staffing: Garcia will be returning from disability leave soon.

- Conferences: I recently attended the CAPC and PCA meetings, as well as the CCSDA Annual Dinner (also attended by Chair Bristow and Trustee Walko). These events provided valuable networking opportunities. Notably, at CAPC I met with Laura Cole (Terra Vas) and Mary Lou Cressy (Crown Vault); the latter is developing an outreach project to assist families with the placement of urns currently kept at home.

- Documentation: Your Board meeting packets include new cemetery maps designed by Devon Swisher Designs. Additionally, I have sent an updated list of individuals interred in the cemetery for your review.

- It should be noted that at last meeting, Alaura, who is Supervisor Burgess's Deputy Chief of Staff, initially stated she was attending simply as a curious resident of the District. Additionally, Suzanne from the Fire Protection District claimed she was here regarding weed abatement and squirrels; however, at the end of the meeting, Susanne stated that because Supervisor Diane Burgis supports the Fire Protection District, she supports Diane.

Operations & Maintenance

- Niches: I have contacted four companies for bids; two have responded so far. Once all information is gathered, I will submit the proposals for Board discussion and possible approval.

- Repairs: We replaced an Allen Bradley Overload Relay in the pumphouse electrical panel for \$2,361 to restore the water pump to working order.
- Equipment: Our 1999 Kubota Backhoe requires \$8,000–\$10,000 in repairs. I am currently obtaining replacement bids through government purchasing contracts (CAL E Procure/CMAS) to ensure the best pricing.
- Technology: We purchased a 13" iPad to assist staff with cemetery software and sales on-site.
- Safety: A knife was found and cleared from the grounds.
- Next Meeting Board elections.

Financial Updates

- Workers' Comp: Our annual cost has decreased again this year to \$16,385.
- Purchasing Policy: I currently have a \$15,000 purchase limit. Would the Board like me to continue seeking approval for purchases under this threshold, or should I proceed independently up to that limit?
- Open Endowment Interest account with Five Star Bank

MINUTES FOR APPROVAL – It was moved by Geddes, second by Bristow to approve the regular meeting minutes of February 18, 2026. *Vote:* Ayes – Geddes and Bristow. Noes – 0.

FINANCIAL

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

Financial Reports – February 2026 and March 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.
 - a. Meet and Greet or Construction Walk through should happen in the end of May, when the permits are available.
2. **2024/2025 Audit Report** – CPA Brejnak called into the meeting as requested by the Board of Trustees to go over the 2024/2025 audit Report. It was moved by Geddes, second by Walko to approve the 2024/2025 District Audit Report. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
3. **Pedersen Plaque** – It was moved by Walko, second by Geddes to approve a plaque for the entrance of the cemetery in honor of the contributions made by Mr. and Mrs. Floyd Pedersen. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

NEW BUSINESS

1. **Update By-laws** – Tabled to June meeting.
2. **Five Star Account** – It was moved by Geddes, second by Walko to approve the opening of an Endowment Interest account with Five Star Bank. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
3. **Required Finance Training** – District Manager will investigate holding the CSDA finance training with the local Special Districts to see if we meet the minimum requires for CSDA to offer the training for free. Geddes will look into holding the meeting at the Brentwood School District.

CLOSED SESSION; (Pursuant to California Government Code § 54957) 10:43 am.

a. Personnel

OPEN SESSION; (Pursuant to California Government Code § 54957.1) 11:15 am.

Return to open session – No reportable outcome.

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

ADJOURN: 11:26 am.