



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, NOVEMBER 1, 2023
3:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 3:00 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow and Trustees Emil Geddes and Trustee Michael Walko. *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 –

City of Oakley – Notice of meeting

PCA – Area Meeting

CSDA – Annual Conference, eNews, various emails and legal updates

CAPC – Newsletter and Annual Conference

District Fund Balance – \$1,139,827.60

MINUTES FOR APPROVAL – It was moved by Geddes, second by Walko to approve the minutes of August 16, 2023, and Special Meeting minutes of October 9, 2023. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

FINANCIAL

- 1. Approval of Warrants** – It was moved by Geddes, second by Walko to approve the August and September 2023, warrants as presented. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 2. Income and Expenditure Reports** – August and September 2023, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

- 1. Investment Policy** – It was moved Walko, second by Geddes to approve the update adding the district chair as a second signer to the Investment Policy. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

NEW BUSINESS

- 1. Letter from Ms. Mass** – Tabled to the December meeting.
- 2. 2022-2023 Annual Report** – It was moved by Geddes, second by Walko to approve the 2022-2023 Annual Report. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 3. Update District Fees** – It was moved by Walko, second by Geddes to approve the district fee increase. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 4. Discuss Employee's Appreciation** – It was moved by Walko, second by Geddes to approve four hours of vacation time in lieu of gift cards, as recommended by the CPA. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 5. Accounting Policy** – It was moved by Walko, second by Geddes to approve the District Accounting Policy. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 6. Remove Trees from front entrance** – It was moved Geddes, second by Walko to approve removing the trees at the entrance of the cemetery. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 7. Tanaka Design Group/Cemetery Site Improvements consultant and professional development charges** – It was moved by Geddes, second by Walko to approve the charges for a detailed topographically survey, designing

and updating the power throughout the cemetery – including solar and a civil engineered design for potable water line to the new and existing office building. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – December 20, 2023, at 3:00 pm held at the Union Cemetery District.

ADJOURN: 6:09 pm.