



Mailing: P.O. Box 551  
Location: 11545 Brentwood, Blvd.  
Brentwood, CA 94513  
Phone (925) 634-4748; Fax (925) 634-9783  
Email: dm@bbkucd.org  
Web: BBKUCD.org

**Minutes**  
**SPECIAL MEETING**  
**THURSDAY, JULY 20, 2023**  
**1:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 1:07 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.

**OLD BUSINESS**

1. **Adam Cox, Project Manager** – Adam attended the meeting by phone. He gave an update and answered Board questions regarding the new office construction.
2. **Investment Policy** – It was moved by Walko, second by Geddes to approve the updated Investment Policy. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
3. **Updated Budget** – It was moved by Geddes, second by Walko to approve the updated fiscal year 2023/2024 budget. *Vote:* Ayes – Geddes, Walko, and Bristow. Noes – 0.

**NEW BUSINESS**

1. **Employee Handbook** – It was moved by Walko, second by Geddes to approve the employee handbook. *Vote:* Ayes – Walko, Geddes, and Bristow. Noes – 0.
2. **Property Survey** – It was moved by Geddes, second by Walko to move forward with Monument Surveying's proposal to survey the cemetery district. *Vote:* Ayes – Geddes, Walko, and Bristow. Noes – 0.
3. **CCCERA Employer Pre-Payment** - It was moved by Geddes, second by Walko to approve the CCCERA retirement pre-payment. *Vote:* Ayes – Geddes, Walko, and Bristow. Noes – 0.
4. **Required Implicit Bias Training** - It was moved by Geddes, second by Walko to approve and accept the required Contra Costa County Implicit Bias Training biannually. *Vote:* Ayes – Geddes, Walko, and Bristow. Noes – 0.
5. **Proposed Detachment of Property Taxes** – District Manager Howard sent a letter to Monica Nino Contra Costa County CFO, regarding the proposed detachment with no response. District Manager Howard will draft a letter for Board Chair Bristow's signature, to send certified, to Monica Nino Contra Costa County CFO, regarding the proposed detachment.

**SETTING AGENDA OF NEXT REGULAR MEETING** – August 16, 2023, at 3:00 pm held at the Union Cemetery District.

**ADJOURN:** 2:36 pm.