



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, JUNE 17, 2026
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:* Chair Patricia Bristow, Trustee Walko and Trustee Emil Geddes. *Staff Member(s) present:* District Manager Patricia Howard and Cemetery Services Coordinator Aurora Garcia. Project Manager Primo Facchini, Jr. and Supervisor Burgis' Deputy Chief of Staff Clair Alaura,

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 – Summer Newsletter

CC County Administrator – Property Tax Settlement

CCC Clerk of the Board – Biennial Notice of Changes to the District Conflict of Interest

CCC Conservation District – Earth Day

CSDA – e News updates, Awards, Board Vacancy/Vote, News Magazine, Open Forum, Take Action Brief and Numerous Webinars and workshops, and the Annual Conference

CCSDA – Bimonthly and joint meetings

GSRMA – Gold Standard, Rick Beale – Board Meeting Report, upcoming Zoom Meeting, Workers Compensation & Property Insurance Invoices and Annual Conference

PCA – Notice of Annual Conference

SDRMA – District Digest, various Webinars, May and June Risk Control & Safety, Medical Benefits Invoice, May and June Take Action Brief.

Supervisor Burgis' – Weekly Newsletter

HOWARD'S REPORT

Sean from the Brentwood Press contacted the District regarding an article on Mr. Pedersen. I have referred him to Emil, as I was unable to answer his specific questions.

Insurance and Administration

Workers' Compensation costs for this year came in at \$16,000, the lowest in over 10 years. However, we have seen increases in property, vehicle, and cybersecurity insurance. Additionally, I filed the updated Form 700 Biennial notice with the Clerk of the Board; no updates were required.

Maintenance and Operations

- Procurement: I contacted several companies regarding the niches and tractor. Responses have been inconsistent, which unfortunately seems to be a current industry trend.

- Landscaping: Tree work was completed this week, including pruning, trimming, and the removal of limbs and the deodar cedar in front of the pump house.

- Infrastructure: The entrance gates have been replaced. I am now moving forward with the replacement of the motors and computers for the automatic gates.

- Section F: I have ordered artificial trellis hedges for the fence in this section.

Financial Concerns

- **Property Tax:** I am concerned about a significant shortfall in property tax revenue. While we typically see a \$40,000 annual increase, this past fiscal year the District was approximately \$20,000 short. With property values increasing yearly and the increase in homes being built, I am very concerned about the amount the District received. I have contacted the Auditor/Controller and will ask legal counsel to follow up to see if this can be rectified.

- **WorkDay Access:** The Auditor/Controller informed the District that we will no longer have access to fund accounts through WorkDay. I have expressed concerns regarding monthly reporting, budgeting, and transparency, but am still awaiting a response.

Upcoming Events and Security

- **Cemetery Tour:** The East County Historical Society requested a walking tour. I have asked for a certificate of insurance and a pre-scheduled time to avoid burial conflicts. I also requested their source material to ensure historical accuracy and prevent the distribution of erroneous information.

- **Security:** We have noted some unusual activity lately, including an individual unable to prove residency attempting to buy sites, a pastor asking atypical questions, and a person potentially sleeping in a van on the premises.

MINUTES FOR APPROVAL – It was moved by Geddes, second by Walko to approve the regular meeting minutes of April 15, 2026, and special meeting minutes of May 27, 2026. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0. It was moved by Geddes and second by Bristow to approve the amendment to the February minutes. *Vote:* Ayes – Geddes and Bristow. Noes – 0. Walko Abstained.

FINANCIAL

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

Financial Reports – April and May 2026, financial reports were given to the Board of Trustees.

OLD BUSINESS

1. **Project Manager / Construction Update**– Project Manager Facchini will order project pictures for each of the upcoming construction work. Look into transformers at each site. gave the Board an update on the upcoming District construction.
2. **Updated District Bylaws** – It was moved by Geddes and second by Walko to approve the updated Bylaws. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

NEW BUSINESS

1. **Update Accounting Policy** – It was moved by Walko and second Geddes to approve the updated Accounting Policy. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
2. **Tractor Bids** – It was moved by Walko, second by Geddes to approve the purchase of a new tractor / backhoe L47 including a 36" bucket from Dolk Tractor Company. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
3. **Election of the President of the Trustees** – It was moved by Geddes and second by Walko to nominate and accept Patricia Bristow as District Board President. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
4. **NICHES** – Tabled to next meeting.
5. **2026/2027 Fiscal Year Budget** - It was moved by Geddes and second by Walko to accept the 2026/2027 Fiscal Year budget. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
6. **CCCERA – Employer Pre-Payment** – It was moved by Geddes and second by Walko to approve the CCCERA employer share prepayment. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
7. **CAPC Nomination** – It was moved by Walko and second by Geddes to approve District Manger Howard to participate in the CAPC Board of Directors. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – August 19, 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: 10:40 am.