



Mailing: P.O. Box 551
Location: 11545 Brentwood, Blvd.
Brentwood, CA 94513
Web: BBKUCD.org

AGENDA
REGULAR MEETING
TUESDAY, DECEMBER 17, 2024
3:00 P.M.

Held at the District Office: 11545 Brentwood Blvd., Brentwood, CA

Persons with disabilities may request reasonable accommodation by contacting the office at 925-634-4748, at least 72 hours before the meeting, who will use their best efforts to provide reasonable accommodations with accessibility and public safety. "Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Byron-Brentwood-Knightsen Union Cemetery District less than 96 hours prior to that meeting are available for public inspection at 11545 Brentwood Blvd, Brentwood, CA 94513, during normal business hours.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS - Members of the Public may address the Board on any issue, including those not on the agenda. The Board Chair will place a two-minute time limit on speakers addressing the Board. Items not on the Agenda cannot be acted on by the Board.

ADOPTION OF AGENDA - A copy of this Agenda and supported materials are available to the public upon request. Requests may be made by contacting the District at 925-634-4748.

CORRESPONDENCE – Items not on the Agenda (Information only until placed on a future agenda.)

DISTRICT MANAGER'S REPORT

MINUTES FOR APPROVAL – Regular meeting minutes of October 23, 2024.

FINANCIAL

1. **Approval of Warrants** – October 2024 and November 2024
2. **Income / Expenditures** – October 2024 and November 2024
3. **District Account Balance \$994,653.78**

OLD BUSINESS

1. **Resolution for funds removal – Updated**
2. **Letter requesting District funds removal – Updated**

NEW BUSINESS

1. **Accounting policy – Updated**
2. **Workplace Violence Policy**
3. **Sexual & Harassment Policy**
4. **Injury & Illness Prevention Program (IIPP) – Updated**
5. **Resolution to approve a specific amount of insurance coverage for Theft of District funds**
6. **2023/2024 Fiscal Year Audit – CPA will call into the meeting**
7. **Change the time for all future regularly schedule Board meetings**
8. **Attorney/ Bristow's response to Supervisor Burgis' personal concerns of District Manager Howard's ability to be the Treasure of district funds**
9. **Price List – Updated**
10. **Review BIDS to add a second main shop garage door**

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – February 19, 2025, held at the District Office.

ADJOURN