



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, DECEMBER 20, 2023**  
**3:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 3:06 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.

**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** –

CSDA – eNews, various emails and legal updates

SDRMA – Safety, Claims Education Day March 26, 2024

CAPC – Membership Dues and Annual Conference

District Fund Balance – \$1,200,986.71

**MINUTES FOR APPROVAL** – It was moved by Geddes, second by Walko to approve the minutes of November 1, 2023, and Special Meeting minutes of November 9, 2023. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

**FINANCIAL**

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

**OLD BUSINESS**

- 1. Mrs. Joann Mass Letter regarding burial site and fees** – This item was tabled from the November 1, 2023, Board meeting to obtain legal counsel's opinion regarding Mrs. Mass letter and her request to supply her burial vault. Legal counsel advised that as a onetime curtesy, the District could permit Mrs. Mass to supply her own vault. However, a few contingencies protecting the district from liability must be in place. Please see attached correspondence #0066. To move forward Mrs. Mass will need to send a notarized letter back to the District acknowledging these contingencies. Once we receive her letter it will be placed in her file. It was moved by Geddes, second by Walko to approve Legal Counsel's advice regarding Mrs. Mass request to supply her burial vault. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

**NEW BUSINESS**

- 1. Burgis/Bowersmith** – It was moved by Geddes, second by Walko to approve Supervisor Burgis' request not to charge Mr. Meader for the 2nd urns fees even though when he paid it in full it was paid based on only one earned being placed. This is as a onetime courtesy for supervisor Burgis. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 2. Public Policy** – It was moved by Geddes, second by Walko to approve the updated public policy including to no longer permit concrete borders on headstones. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

3. **2022/2023 Annual Audit** – It was moved by Geddes, second by Walko to accept the 2022/2023 Annual Audit.  
*Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

**SETTING AGENDA OF NEXT REGULAR MEETING** – February 21, 2024, at 3:00 pm held at the Union Cemetery District.

**ADJOURN:** 5:12 pm.