



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

**AGENDA**  
**REGULAR MEETING**  
**WEDNESDAY, NOVEMBER 1, 2023**  
**3:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

*Persons with disabilities may request reasonable accommodations by contacting Aurora Garcia, 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 three-minute time limit on speakers addressing the Board. Items not on Agenda cannot be acted on by Board.*

**ADOPTION OF AGENDA** - *A copy of this Agenda and support materials are available to the public upon request. Request may be made by contacting the District at 925-634.4748, by fax 925-634-9783, or email dm@bbkucd.org.*

**CORRESPONDENCE** - *Items not on Agenda (Information only until placed on a future agenda.)*

**DISTRICT MANAGER’S REPORT**

**MINUTES FOR APPROVAL** – Regular meeting minutes of August 16, 2023 and Special Meeting of October 9, 2023

**FINANCIAL**

1. **Approval of Warrants** – August 2023 and September 2023
2. **Income / Expenditures** – August 2023 and September 2023
3. **District Account Balance \$1,139,827.60**

**OLD BUSINESS**

1. **Investment Policy, update**

**NEW BUSINESS**

1. **Letter from Mass regarding plot**
2. **Letter from Carlton regarding headstone**
3. **Annual Report**
4. **Update on Byron-Brentwood-Knightsen Union Cemetery District Policy**
5. **Update District Fees**
6. **Discuss Employee’s Appreciation**
7. **Accounting Policy**
8. **Remove Trees from front entrance.**
9. **Tanaka Design Group – Cemetery Site Improvements consultant and professional development charges**

**COMMENTS FROM TRUSTEES**

**SETTING AGENDA OF NEXT REGULAR MEETING** – December 20, 2023, at the Union Cemetery Office.

**ADJOURN**