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**MINUTES**  
**REGULAR MEETING**  
**TUESDAY, DECEMBER 16, 2025**  
**9:00 a.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

**CALL TO ORDER** – The meeting was called to order at 9:10 a.m. by Chair Patricia Bristow.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL** – *Present:* Chair Patricia Bristow, Trustee Michael Walko and Trustee Emil Geddes. *Staff Members present:* District Manager Patricia Howard. Project Manager Primo Facchini, Jr.

**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 – Membership and Annual Conference

CSDA – e News updates, Brown Act overhaul, Open Forum, Take Action Brief, General Manager Leadership, Membership and Numerous Webinars

CCSDA – Meeting follow up (minutes) and Annual Dinner

GSRMA – Board Nominations, Gold Standard and Galt-Arno Training Day

PCA – Winter Newsletter and Galt-Arno Training Day

PGE – Tree safety work

SDRMA – District Digest, various Webinars and December Risk Control & Safety and Labor Law posters

**HOWARD'S REPORT**

The District has been running smoothly.

Concerned with the WorkDay Website (CCC Auditor) numbers in the District's 360300 account fluctuating by \$59,000. I asked Ms. Cunanan to reach out to CCC Auditor, Ms. Bohren, to inquire about it.

I will attend the March 2026 CAPC Annual Conference.

Rick Woods, CFO with California Special District Association (CSDA), has been reviewing and monitoring all QuickBooks transactions and putting together the District's financials.

WAA ceremony took place on Saturday December 13, 2025, and by all accounts went smoothly. I have some concerns about this year's planning. They were supposed to have volunteers to remove the 68 boxes of wreaths off of the truck, unfortunately no one showed up to help. The driver was supposed to arrive first thing in the morning, instead he and his large truck stayed the night in the cemetery without any notice to the District.

I reached out to numerous graphic design companies to bid on cemetery brochures and received two responses.

Received the BBID Quit Claim Deed for the unused water pipe that runs through the cemetery's lawn sections in B and E.

**MINUTES FOR APPROVAL** – It was moved by Walko, second by Geddes to approve the regular meeting minutes of October 15, 2025. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

**FINANCIAL**

**Approval of Warrants** – It was moved by Geddes, second by Walko to approve the October and November 2025 warrants as presented. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

**Financial Reports** – October and November 2025, financial reports were given to the Board of Trustees.

#### **OLD BUSINESS**

1. **Move Loan Funds from Everbank to CSDA California Class** – It was moved by Geddes, second by Walko to approve the removal of funds from Everbank and deposit them into a new CSDA California Class account. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
2. **Project Manager / Construction Update**– Project Manager Facchini gave the Board an update on the upcoming District construction.
3. **Purchase Grasshopper Lawn mower** – It was moved by Geddes, second by Walko to approve the purchase of a second Grasshopper lawn mower, in the amount of \$25,000. *Vote:* Ayes – Geddes, Walko and Bristow. Noes –

#### **NEW BUSINESS**

1. **Change Meetings to monthly** – Tabled.

#### **TRUSTEES COMMENTS**

Would like some options or designs of acknowledgement plaques for the new entrance of the cemetery.

Please add to the December agenda, change meetings to monthly to accommodate construction plans and decisions.

**SETTING AGENDA OF NEXT REGULAR MEETING – February 18, 2026, to be held at the District Office.** – It moved by Geddes, second by Walko to approve the setting of the next regular agenda. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

**ADJOURN:** 10:55 am.