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MINUTES
REGULAR MEETING
TUESDAY, DECEMBER 17, 2024
3:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 3:00 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Trustee Emil Geddes, Trustee Michael Walko and Trustee/Chair Patricia Bristow. *Staff Members present:* District Manager Patricia Howard and Cemetery Services Coordinator Aurora Garcia.

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 – Annual Conference, membership dues and newsletter.

CCSDA – Notice of Meeting and Agenda, updates and annual dinner.

CCC Treasurer / Tax Collector – Listing of properties up for Public.

CSDA – eNews updates, Open Forum, Secretary Training, Special District Leadership Academy, Take Action Brief, Numerous Webinars, Membership dues and Megan Hemming, share the bounty with other districts.

Five Star Bank – Statement.

GSRMA - 18th Annual Training Conference, meetings and newsletter.

LAFCo – Notice of meeting and agenda.

Letter from an Inpatient at Napa State Hospital – We received a letter from an Inpatient at Napa State Hospital requesting pictures her family's site.

PCA – Newsletter.

PGE – In the past month, there have been 3 power outages affecting the office.

SDRMA – Risk Management, Safety Talk & Training, District Digest, Webinars.

STIFEL INVESTMENTS - Statement Auction.

Supervisor Burgis – Bristow received a letter from Supervisor Burgis regarding her personal opinion about the DM taking on the role of being the District Treasurer.

HOWARD'S REPORT

The cemetery lawns still look great.

On Monday December 9, 2024, at 3:30 pm, Diane who was helping the WAA program, contacted the office about the wreath delivery. She informed us that the wreaths would be delivered in the next two hours. Thankfully Hector was willing to stay and accommodate them. He was here, working in the dark, until 7:00 pm.

I attended the CAPC Area meeting. Former BBKUCD legal counsel Bob Hunt was there regarding updates to public cemetery law.

I attended the GSRMA meeting which was very informative. We were updated on the new workers comp and property insurance laws. There was a wonderful presentation by Merlyna Valentine. She was a former school district principal who lost all of her limbs due to sepsis but made it back to being the principal again.

Submitted papers to the county to move the districts funds from the county treasurer to Five Star Bank. The County has declined to move the funds due to their concerns about the District's resolution verbiage and policy which has been addressed and will be presented at the meeting today for Board approval.

Opened an investment account with California Class, for the District.

The Cemetery CPA has sent the final Audit, and it presents fairly which is the best rating. The Districts position has improved by 11% every year since 2020.

Had to hire security for the cemetery due to the anniversary of the deaths of two young men, whose parents/ friends have huge parties which scare, offend and disturb other visiting families.

The Perez family keeps cutting the grass at their mother's site.

Sold the Ford F150 \$2000 and Mitsubishi mini truck \$1000.

We have found that there are areas where staff may need to open graves by hand which could take up to 5 days. This service should be set at a different fee than the typical full opening / closing.

Hired a temp worker through Express Employees. So far, he is performing wonderfully.

District Fund Balance – \$1,191,560.54

MINUTES FOR APPROVAL – It was moved by Geddes, second by Walko to approve the minutes of October 23, 2024. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

FINANCIAL

1. **Approval of Warrants** – It was moved by Walko, second by Geddes to approve the October 2024 and November 2024 warrants as presented. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
2. **Income and Expenditure Reports** – October 2024 and November 2024, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

1. **Resolution for funds removal – Updated** – It was moved by Walko, second by Geddes to approve the updates to the resolution letter. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
2. **Letter requesting District funds removal – Updated** – It was moved by Geddes, second by Walko to approve the updates to the letter from the District requesting funds removal. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

NEW BUSINESS

1. **Accounting policy** – It was moved by Geddes, second by Walko to approve the updated Accounting Policy. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
2. **Workplace Violence Policy** – It was moved by Walko, second by Geddes to approve the Workplace Violence Policy. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
3. **Sexual & Harassment Policy** – It was moved by Geddes, second by Walko to approve the Sexual & Harassment Policy. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
4. **Injury & Illness Prevention Program (IIPP)** – It was moved by Walko, second by Geddes to approve the updated IIPP. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
5. **Resolution to approve a specific amount of insurance coverage for “Theft of District funds”** – It was moved by Geddes, second by Walko to approve \$400,000 to cover the District for employee/board fraud or theft. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
6. **2023/2024 Fiscal Year Audit** – It was moved by Walko, second by Geddes to approve the 2023/2024 Fiscal Year Audit. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
7. **Change the time for all future regularly schedule Board meetings** – It was moved by Geddes, second by Walko to approve the change in time for future regular Board meetings, held on the third Wednesday of every other month at 3:00 pm to 9:00 a.m. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
8. **Attorney/Bristow's response to Supervisor Burgis' personal concerns of District Manger Howard's ability to Treasure district funds** – After some discussion it was moved by Geddes, second by Walko to approve Trustee/Chair Bristow's response letter to Supervisor Burgis.

9. **Price List – Updated** – It was moved by Geddes, second by Walko to approve the updated price list. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
10. **Main Shop Garage Door addition bids** – Tabled to the February meeting.

SETTING AGENDA OF NEXT REGULAR MEETING – Starting with February 19, 2025, all future regular Board meetings will be held at 9:00 am., at the Union Cemetery District Office.

ADJOURN: 4:52 pm.