



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

Minutes
REGULAR MEETING
WEDNESDAY, OCTOBER 5, 2022
4:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 4:03 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow, Trustee Barbara Guise and Trustee Michael Walko. *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 Guise to adopt the agenda as presented. *Vote:* Ayes – Walko, Guise and Bristow. Noes – 0.

CORRESPONDENCE –

City of Oakley – Notice of meetings

PCA – Notice of Annual Conference

CSDA Annual Conference, eNews, various emails, and Covid-19 updates.

District Fund Balance – \$1,562,933.47

MINUTES FOR APPROVAL – It was moved by Walko, second by Guise to approve the June 15, 2022, minutes as presented. *Vote:* Ayes – Walko, Guise and Bristow. Noes – 0. It was moved by Guise, second by Walko to approve the minutes August 17, 2022, as presented. *Vote:* Ayes – Guise, Walko and Bristow. Noes – 0.

FINANCIAL

- 1. Approval of Warrants** – It was moved by Guise, second by Walko to approve the warrants of August 2022, and September 2022. *Vote:* Ayes – Walko and Bristow. Noes – 0.
- 2. Income and Expenditure Reports** – August 2022 and September 2022, Income and Expenditure Reports were given to the Board of Trustees.

OLD BUSINESS

- 1. Conflict of Interest** – It was moved by Walko, second by Guise to approve the Conflict-of-Interest Code for the District. *Vote:* Ayes – Walko, Guise and Bristow. Noes – 0.

NEW BUSINESS

- 1. Alcohol Policy** – It was moved by Guise, second by Walko to approve the District's Alcohol Policy. The District does not permit the purchase of any alcoholic beverages at District sponsored or District attended functions. However, all employees are ultimately responsible for their choices and behavior regarding the consumption of alcohol when it is available at District attended events, trainings, and meetings. *Vote:* Ayes – Guise, Walko and Bristow. Noes – 0.
- 2. Employee Appreciation Christmas Dinner** – It was moved by Guise, second by Walko to approve the District Christmas dinner on Wednesday December 21, 2022. *Vote:* Ayes – Guise, Walko and Bristow. Noes – 0.
- 3. Purchase new trash cans for the ground** – It was moved by Walko, second by Guise to purchase new trash can for the cemetery grounds. *Vote:* Ayes – Walko, Guise and Bristow. Noes – 0.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – December 21, 2022, at Union Cemetery District.

ADJOURN: 5:10 pm.