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**MINUTES
SPECIAL MEETING
HELD by ZOOM
THURSDAY AUGUST 29, 2024
9:15 a.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA 925-634-4748

Persons with disabilities planning to attend the meeting may request reasonable accommodations by contacting Aurora Garcia at least 72 hours before the meeting at 925-634-4748 and she will use her 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 – The meeting was called to order at 9:15 a.m. by Chair Patricia Bristow.

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

OLD BUSINESS

- 1. Update Investment Policy** – It was moved by Walko, second by Geddes to approve the update to the Investment Policy. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
- 2. Resolution to open a checking and a LAIF Endowment account with Five Star Bank** – It was moved by Geddes, second by Walko to open a checking and a LAIF endowment account with Five Star Bank. **Resolution 2024.8-1** *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
- 3. Resolution to remove all Byron-Brentwood-Knightsen Union Cemetery District funds from Contra Costa County** – It was moved by Walko, second by Geddes to remove all funds from the custody of the Contra Costa County to be deposited into Five Star Bank, opening accounts consisting of a checking account and a LAIF account for endowment funds. **Resolution 2024.8-2** *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
- 4. Reserve Policy** – It was moved by Geddes, second by Walko to approve the District’s Reserve Policy. Ayes – Geddes, Walko and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – October 23, 2024, held at the District Office.

ADJOURN: 9:26 a.m.