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MINUTES
REGULAR MEETING
WEDNESDAY, AUGUST 28, 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:* Chair Patricia Bristow and Trustees Emil Geddes 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 Geddes, second by Walko to adopt the agenda as presented. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

CORRESPONDENCE –

CCC AUDITOR / CONTROLLER – Requesting 2021/2022 & 2022/2023 audits

CCC FIRE PROTECTION DISTRICT – Need code or key for entrance gate

CAPC – Area Meeting, Summer Newsletter, updates

CJ BROWN & COMPANY – Request to be placed on future audit bids list

CSDA – Open forum, eNews, CSDA updates, annual conference, secretary training

GSRMA – Safety updates, webinars, upcoming meeting, RMAP, refund \$390.60

NATIONAL DISTRICTS COALITION – Special District Grants program

NETFILE – 2024 Biennial notice of filling

CITY of OAKLEY – Notice of Public Hearing

PCA – Annual Conference, updates, conference report

STIFEL INVESTMENTS – July statement

MANAGER'S REPORT

Busy month.

The District purchased a 2024 Ford F150 Super cab, from Bill Brandt Ford. Also, purchased an extended warranty and service maintenance contract. The new truck had a liner sprayed in the bed and purchased mats for the interior.

Met with Lou Ann Texiera with LAFCo regarding Alamo-Lafayette Cemetery District's (ALCD) withdraw of the Dissolution. A letter from ALCD will be sent to LAFCo following up with an explanation why ALCD withdrew the dissolution. To date BBKUCD has not accumulated any legal charges pertaining to the dissolution or consolidation.

Received \$390.60 in a refund for keeping up with legal paperwork and training and keeping the district in compliance.

Mai & Aurora have been trained in CPR and the AED, which was purchased this month and is on the break room wall.

Mai is now in charge of all safety training and compliance for the District. She has since updated and brought all fire extinguishers into compliance and regularly holds safety meetings every Wednesday morning. She has put together an EAP and is working on an IIPP and Violence prevention plan.

Looking into a new tractor that has an attachment for rototilling and discing.

I will attend the GSRMA meeting in October.

Met with Rick Wood with CSDA, regarding district finances, CCC fund accounts, including opening a new account with Five Star Bank, a new district purchasing credit card and a new credit card machine for sales.

Met with Reagan regarding Five Star Bank about opening an account, etc.

The lawns will be reseeded and fertilized in the next month. Mowing will stop for 7-10 days.

MINUTES FOR APPROVAL – It was moved by Walko, second by Geddes to approve the minutes of June 19, 2024, Special Meeting minutes of June 24, 2024, July 9, 2024, July 11, 2024, and August 6, 2024. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.

FINANCIAL

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

OLD BUSINESS

1. **2023/2024 Budget vs. Actual** – It was moved by Walko, second by Geddes to approve the 2023/2024 budget vs. actuals. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
2. **Contra Costa County Fund Accounts** – It was moved by Geddes, second by Walko to approve moving all the District’s funds out of the Contra Costa County Auditor / Controllers office and deposit them into a checking and LAIF accounts with Five Star bank. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.
3. **Resolution to approve the Holman Capital 20-year step loan** – At this time the Board of Trustees have decided to table this resolution until more research can be completed regarding the wording of the step loan and the District’s legal counsel’s concerns can be addressed.

NEW BUSINESS

1. **Fiscal Year 2023/2024 Annual Report** – It was moved by Walko, second by Geddes to approve the District fiscal year annual report. *Vote:* Ayes – Walko, Geddes and Bristow. Noes – 0.
2. **Form 700 Biennial Notice** – It was moved by Geddes and second by Walko to confirm that no changes to update. *Vote:* Ayes – Geddes, Walko and Bristow. Noes – 0.

SETTING AGENDA OF NEXT REGULAR MEETING – October 23, 2024, at 9:00 am held at the Union Cemetery District.

ADJOURN: 4:29 pm.