

Mailing: P.O. Box 551

Location: 11545 Brentwood, Blvd.

Brentwood, CA 94513

Web : BBKUCD.org

August 26, 2025

Dear Board of Supervisors and Clerk of the Board:

The Byron-Brentwood-Knightsen Union Cemetery District is submitting the fiscal year 24-25 Annual Report and 24-25 Budget Actual with the 25-26 fiscal year Budget.

The Cemetery District has been working diligently to keep a positive cash balance during costly and much needed updates throughout the cemetery. While we cannot predict cemetery sales, we are still a necessary and often an invaluable option for our constituents.

The Cemetery District continues to run smoothly, and I am delighted to be a part of this District.

Further, we have three wonderful and attentive Trustees – Patricia Bristow, Michael Walko and Emil Geddes.

Best,

Patricia A. Howard  
District Manager



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## BOARD OF TRUSTEES' ANNUAL REPORT July 1, 2024 - June 30, 2025

During this past fiscal year, the District sold 13 full casket in-ground sites, 0 cremation sites and 17 niches. There were 29 full casket, 26 in-ground cremation and 16 niche burials.

This past year the District is prepping for the planning of the property wide infrastructure update and upgrade, including a new office, at a cost \$103,283. Outside services \$72,697.

Our grounds keepers have been maintaining the cemetery, as well as the opening/closing for all interments. Here are some of the expenses associated with running our District: workers compensation and property insurance \$35,995, employee benefits \$35,367; CCCERA retirement \$82,133; funeral supplies and vaults \$14,343; pest control \$4,455. Professional services \$127,140; CPA - State of California required Annual Audit, including the submission of the Financial Transaction Report, the cost \$12,900.

The District's utility increased with the annual costs of Pacific Gas and Electric \$10,479 disposal \$4,805; telephone and internet \$13,971.

The District purchase a 2024 Ford F150, the cost \$44,423. The District added an extended warranty and a 5-year maintenance plan, the cost \$5030.

Costs are up in keeping the District running smoothly, including employee benefits and district supplies.

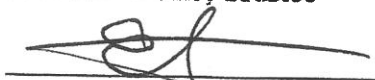
Operating a public cemetery is quite different than operating a private cemetery. Private cemeteries are not obligated to follow the California Health and Safety code when setting prices. They have many options at their disposal including no limit on the area they serve, trading, brokers, sales, discounts and accepting payment plans. Unfortunately, public cemeteries are extremely limited in the way of options – our District does not offer payment plans, sales or discounts and use of the cemetery is limited to residents of the tax district.

As of June 2025, the District has \$613,970 in its Endowment Fund. The annual operating budget was \$417,830, which does not include payroll and employee benefits. Total tax revenue from 2024-25 F/Y was \$950,062.

Respectfully submitted on this 20<sup>th</sup> day of August 2025, by District Manager Patricia A. Howard.

  
Patricia Bristow, Trustee / Chairperson

  
Michael Walko, Trustee

  
Emil Geddes, Trustee



**July 2024 through June 2025****Net Income**

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