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**AGENDA**  
**REGULAR MEETING**  
**WEDNESDAY, AUGUST 16, 2023**  
**3:00 p.m.**

District Office, 11545 Brentwood Blvd., Brentwood, CA

*Persons with disabilities may request reasonable accommodations by contacting Aurora Garcia, at 925-634-4748, at least 72 hours before the meeting, who will use their best efforts to provide reasonable accommodations with accessibility and public safety. Anyone attending the meeting **Must** wear a mask, socially distance by at least six feet (6') and comply with all State and Local Health and Safety Orders issued.*

*“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**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS** – Members of the Public may address the Board on any issue, including those not on the agenda. The Board Chair will place a three-minute time limit on speakers addressing the Board. Items not on Agenda cannot be acted on by Board.

**ADOPTION OF AGENDA** – A copy of this Agenda and support materials are available to the public upon request. Request may be made by contacting the District at 925-634.4748, by fax 925-634-9783, or email dm@bbkucd.org.

**CORRESPONDENCE** – Items not on Agenda (Information only until placed on a future agenda.)

**DISTRICT MANAGER’S REPORT**

**MINUTES FOR APPROVAL** – Regular meeting minutes of June 15, 2023, and Special Meeting July 20, 2023

**FINANCIAL**

1. **Approval of Warrants** – June 2023 and July 2023
2. **Income / Expenditures** – June 2023 and July 2023

**OLD BUSINESS**

1. **No Old Business**

**NEW BUSINESS**

1. **Letter from Ms. Bowersmith regarding the fees due on her parent’s double depth site.**
2. **Approve Tanaka Design Group contract to manage all aspects of the current cemetery construction.**

**COMMENTS FROM TRUSTEES**

**SETTING AGENDA OF NEXT REGULAR MEETING** – October 18, 2023, at the Union Cemetery Office.

**ADJOURN**