



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, August 19, 2020
4:00 p.m.

District Office, 11545 Brentwood Blvd., Brentwood, CA

CALL TO ORDER – The meeting was called to order at 4:00 p.m. by Chair Patricia Bristow.

PLEDGE OF ALLEGIANCE

ROLL CALL – *Present:* Chair Patricia Bristow and Trustees Barbara Guise. *Absent:* Deborah Spinola. *Staff Members present:* District Manager Aurora Garcia and Co-Manager Patricia Howard

PUBLIC COMMENTS – None.

ADOPTION OF AGENDA – It was moved by Guise, second by Bristow to adopt the agenda as presented. *Vote:* Ayes – Guise and Bristow. Noes – 0.

CORRESPONDENCE

1. Contra Costa County – Proposed Annexation to Town of Discovery Bay Community Services District.

MINUTES FOR APPROVAL – It was moved by Guise, second by Bristow to approve June 17, 2020, July 2, 2020 and July 27, 2020 minutes as presented. *Vote:* Ayes – Guise and Bristow. Noes – 0.

FINANCIAL

1. **Approval of Warrants** – It was moved by Guise, second by Bristow to approve warrants June 2020 through July 2020. *Vote:* Ayes – Guise and Bristow. Noes -0.
2. **Income/Expenditures** – Income and expenditure reports were given to the Board of Trustees for the months of June and July 2020.

UNFINISHED BUSINESS

1. **New Modular Office** – It was moved by Guise, second by Bristow to look into a modular unit to replace the office. *Vote:* Aye – Guise and Bristow. Noes – 0.
2. **Update Trustees with electronic tablets due to COVID – 19** – Table to next meeting.

NEW BUSINESS

1. **Alfred Courchesne** – It was moved by Guise, second by Bristow to lease the property located on 1000 Smith Lane in Byron, CA to Alfred Courchesne. *Vote:* Ayes – Guise and Bristow. Noes – 0.
2. **2020 Local Agency Biennial Notice** – It was moved by Guise, second by Bristow to approve the Resolution on 2020. *Vote:* Ayes – Guise and Bristow. Noes – 0.
3. **Annual Report** – It was moved by Guise, second by Bristow to approve fiscal year July 1, 2019 – June 30, 2020 annual report. *Vote:* Ayes – Guise and Bristow. Noes – 0.
4. **CPA's Audit Proposal** – It was moved by Guise, second by Bristow to accept CPA - Kevin Brejnak's proposal to perform the Audits for Fiscal Years 18-19, 19-20, 20-21, and 21-22.
5. **Co – Manager** – Patricia A. Howard shall have direct supervision of David Garcia, groundman for the District. No other employee, including Aurora Garcia, will have any supervision over Mr. Garcia. Mr. Garcia will report directly to Patricia A. Howard.

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – December 16, 2020 at Union Cemetery District.

ADJOURN: 4:50 pm