



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, February 16, 2022
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, Trustee Barbara Guise and Trustee Deborah Spinola. *Staff Members present:* District Manager Aurora Garcia and Co-Manager Patricia Howard.

PUBLIC COMMENTS – None.

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

CORRESPONDENCE –

CAPC Annual Conference various email updates.

CSDA various emails and updates.

LAFCO Nominations

MINUTES FOR APPROVAL – It was moved by Guise, second by Spinola to approve the December 21, 2021, as presented. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0.

FINANCIAL

- 1. Approval of Warrants** – It was moved by Spinola, second by Guise to approve the warrants of December 2021 and January 2022. *Vote:* Ayes – Guise and Bristow. Noes – 0.
- 2. Income and Expenditure Reports** – Income and Expenditure Reports were given to the Board of Trustees for the months of December 2021 and January 2022.

NEW BUSINESS

- 1. Approve Fiscal Year 2020/2021 Audit** – It was moved by Guise, second by Spinola to approve the 2020/2021 fiscal year audit. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0
- 2. Records Retention Policy** – It was moved by Guise, second by Spinola to approve the records retention policy as presented. *Vote:* Ayes – Guise, Spinola and Bristow. Noes – 0

COMMENTS FROM TRUSTEES

SETTING AGENDA OF NEXT REGULAR MEETING – April 20, 2022, at Union Cemetery District.

ADJOURN: 4:54