



## **AGENDA**

### **REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS**

**Thursday, November 19, 2020**

**5:00 PM**

**Suisun City Council Chamber Via Zoom  
701 Civic Center Blvd.  
Suisun City, CA 94585**

#### **NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Suisun City Historic Waterfront Business Improvement District Meeting includes participation by teleconference. The public may attend the meeting via the Application, Zoom.*

*DUE TO CORONAVIRUS COVID-19 THE HISTORIC WATERFRONT BUSINESS  
IMPROVEMENT DISTRICT MEETING WILL BE HELD VIA THE APPLICATION, ZOOM*

#### **ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>

**WEBINAR ID:** **834 7683 4315**

**CALL IN PHONE NUMBER:** **(707) 438-1720**

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING  
BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM) (PRIOR TO 4pm) OR  
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

#### **1. Call Meeting to Order**

#### **2. Introductions**

- i. City Representatives, City of Suisun City
- ii. Business Representatives
- iii. Guests

#### **3. Public Comment**

#### **4. Board Comment**

#### **5. Approve Minutes of October 22, 2020**



## **6. Treasurer's Report**

### **7. New Business**

- A. Meeting with Prospective New Bookkeeper – findings – approve hiring of Kristie Shields
- B. Audit of BID Accounting
- C. Board of Directors terms – draw straws/cards to determine terms
- D. Business Holiday Open Houses Saturday, December 12
- E. Bylaw modification to Treasurer duties

### **8. Old Business**

- A. Updates on billboard signs, website, Constant Contact login still needed
- B. BID Hearings Report
- C. Media & Marketing Plan progress

### **9. Date and Time of Next BID Board Meeting:**

December 17, 2020 – 5:00 PM – Suisun City Hall/Zoom

## **BID Agenda 11-19-20**

### **Items 7A and 7B**

#### Meeting with Prospective New Bookkeeper and Audit

On 11-13-20, John Harter, Magda Nathan-Funk and I met with Kristie Shields to talk about her becoming the BID Bookkeeper.

Kristie's fees are \$50 per month to write check and give financial reports. For other duties her fee is \$35. She comes highly recommended and her specialty is compliance for both individuals and nonprofits.

After reviewing the digital files she received, she found that the months of September and October 2020 are missing.

When Magda received all information back from Luann, she noted that there were eight checks not accounted for.

Kristie found conflicting information regarding EIN 81-3842713. She can see it was requested appropriately, with a tax return filed in 2017. Additionally, a letter was sent to the IRS dated 12/2019 claiming it was incorrectly requested by form 1023 and to disregard it. This will have to be researched further and there has not been a response from IRS.

She recommends, as well as John, Magda and I, an audit of the bank accounts, data entries and transaction history for validity.

In moving forward she will need,

- 1) Solano First bank missing September, October 2020 bank statements.
- 2) WestAmerica bank missing April, September, October 2020 statements.
- 3) List of current Board members including names, addresses.

Herefirst matters will include,

- 1) Federal forms to change address of responsible party for EINs
- 2) Current Ca SOS statement of information
- 3) EIN verification, possible filing for 81-3842713 2018 and 2019.
- 4) Proper accounting and reconciliation for missed months
- 5) Financial audit of accounts upon request.

**BID Agenda 11-19-20**  
**Item 7E**

**Recommendation to amend By-laws as follow:**

SECTION 6.9 TREASURER. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus, and shares. Any surplus, including earned surplus, paid-in surplus, and surplus arising from a reduction of stated capital, shall be classified according to the source and shown in a separate account. **The Treasurer will directly correlate any financial information pertaining to such maintenance to the Board designated bookkeeper.** The books shall at all reasonable times be open to inspection by any Director. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board. He or she shall disburse the funds of the Association as may be ordered by the Board, shall render to the President and Directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board or the BY LAWS.”