Oroville Cemetery District Board of Trustees

**District Office 5646 Lincoln Boulevard Oroville, CA 95966**

# Notice of Regular Meeting Agenda

## Monday July 22, 2024 @ 5:00 p.m.

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

**A. CALL TO ORDER**

**B**. **PUBLIC COMMENT**

The Board of Trustees of the Oroville Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public may address matters within the subject matter jurisdiction of the Board of Trustees. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

#### C. Consent Agenda

1. Approval of Minutes from the Regular Meeting on June 24, 2024.

2. Approval of Warrants: Year Ending 2023-24 Check Nos. 225023040 through 2250223051 and 901777 in the amount of $27,658.24, and 2023-24 Beginning Year Check Nos. 225023052 through 225023092 and 901778 through 901785 in the amount of $94,325.02, totaling $121,983.26.

**D. MANAGER’S REPORT**

3. Manager’s Report - July 22, 2024

**E. BUSINESS**

4. Review and possible action to approve the proposed 2024-2025 Budget

 Proposed Budget amount is $999,300.00. Projected income is $949,700.00. Expenditures are Salaries-$700,000.00 (a 5% increase), Services & Supplies $184,300.00, Capital Assets $100,000.00. Expense to the budget is $49,600.00. The unassigned fund balance is $386,032.00.

 Budgeted Fixed Assets include:

 Road Repairs & Seal Coating - $20,000.00

 Fencing - $30,000.00

 Memorial Park Expansion - $50,000.00

 The Pre-need Liability Schedule shows an excess of $108,992.25.

Recommendation: Adopt the 2024-25 budget with $10,000.00 decrease in Professional Services as detailed in the Manager’s Report (2023-24 Audit invoice paid by FY end).

6. Review and possible action to approve full payment of Unfunded Accrued Liability

Unfunded Accrued Liability for CalPERS Retirement is $6,197.84 per month totaling $74,374.08 or lump sum payment of $71,968.00, a savings of $2,406.08 (3%).

Recommendation: Approve full payment of lump sum for CalPERS UAL

7. Review and possible action to engage Matthews, Hutton & Warren for 2024 Audit

Engagement letter, attached, states “Fees for these services will not exceed $9,500.00”.

Recommendation: Engage MHW for 2024 Audit

**F. Trustees Questions & Comments**

**H. ADJOURNMENT**

The next regular meeting of the Oroville Cemetery District Board of Trustees will be on Monday, August 26, 2024, at 5:00 p.m. at the District Office located at 5646 Lincoln Boulevard in Oroville, California.

**This agenda was posted on July 19, 2024**

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John Glaspie, District Manager

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at the District Office at 5646 Lincoln Blvd. Oroville, CA 95966 or on the District’s website at [www.orovillecemetery.com](http://www.orovillecemetery.com).

In compliance with the Americans with Disabilities Act, the Oroville Cemetery District will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the District Manager at 530-533-2920 to make such a request. Notifications 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

*The Oroville Cemetery District is an Equal Opportunity Provider*