

# Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

## Notice of Regular Meeting Agenda

Monday, January 23, 2023 @ 4:00 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. Pursuant to Government Code Section 54957(b)(1)**

The Board of Directors will meet to review Public Employee Appointment  
Title: District Manger

### **D. CONSENT AGENDA**

1. Approval of Minutes for the Special Meeting on Monday, December 19, 2022, and Special Meeting on Thursday, January 12, 2023.
2. Approval of Warrants: 22157 through 901258 in the amount of \$59,561.23

### **E. MANAGER'S REPORT**

3. Manager's Report, January 23, 2023

### **F. BUSINESS**

#### **4. Election of Officers**

Elect a Chairman and Vice Chairman to serve for 2023.

#### **5. Review of 2023 Board Meeting Dates**

Feb-27, Mar-27, April-24, May-22, June-26, July-24, Aug-28, Sept-25, Oct-23, Nov-27, Dec-25

Recommendation: Move Novembers meeting to Monday the 20<sup>th</sup> and Decembers to Monday the 18<sup>th</sup>.

#### **6. Review and possible action to increase the number of cremation burials in Immortality D**

Currently this cremation section allows for three cremains and two headstones. Upon review of this section, the Grounds Forman recommended expanding the number of cremains to four per plot. This section has 378 plots, 84 plots have been sold.

Recommendation: Increase number to cremations to four in this section.

#### **7. Review and possible action increase the hours for the Office Specialist position**

In 2017, the board increased the Office Specialist hours from 30 hours per week to 35. If the hours were increased to 40 hours per week, it would allow more time for records to be updated in our database and eventually eliminating our "file card system."

Recommendation: Increase this position to 40 hours per week.

**G. TRUSTEES QUESTIONS & COMMENTS**

**H. ADJOURNMENT**

The next regular meeting regular meeting of the Oroville Cemetery District Board of Trustees will be on, Monday, February 27, 2023, at 5:00 p.m. at the District office located at 5646 Lincoln Boulevard, Oroville, California.

**This agenda was posted on January 20, 2023**

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Cheryl Smith, 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.

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.