

# NOTICE

## OF REGULAR MEETING OF THE BOARD OF TRUSTEES OF

### LIVE OAK CEMETERY DISTRICT

Wednesday October 11<sup>th</sup>, 2023 at 5:00 p.m.

**District Office  
3545 Pennington Rd.  
Live Oak, CA 95953**

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 public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. 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 a 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 concerning agenda items are available for public reference during normal working hours at the District Office.

1. Call to Order
2. Roll call of the Board
  - \_\_\_\_\_ Scott Davis - Board Chair
  - \_\_\_\_\_ David Schmidl - Vice Chair
  - \_\_\_\_\_ Debbie Charlesworth - Trustee
  - \_\_\_\_\_ Stephanie Allan – Trustee
  - \_\_\_\_\_ Cindy Wingfield - Trustee
3. Pledge of Allegiance
4. Public comment on any agenda item – Open or Closed

The Board of Trustees of Live Oak Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. 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.

5. Consent Calendar
  - A. Approval of August 9<sup>th</sup> Meeting Minutes
  - B. Approval of August & September Monthly Claims

**Live Oak Cemetery District  
Agenda for  
Board of Trustees Meeting  
October 11<sup>th</sup>, 2023**

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6. Information Items.
  - A. District Manager's Monthly Report
    - i. Burials, Sales, Deposits, Major Purchases
    - ii. Incidents/Safety Report
    - iii. Correspondence
    - iv. Grounds Report – Submitted by Trynton Cassady
  
7. Board Discussion & Possible Action Items:
  - A. Update/Revise Rules & Regulations
  - B. Capital Asset Threshold – Currently \$1,000
  - C. Quarterly Payroll Transfers
  
8. Recess to Closed Session

All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustees, and those employees and consultants invited by the Board, may discuss and/or act on those items listed below.

- A. Personnel
  - B. Legal
  - C. Real-estate
  
9. Reconvene to Open Session
  
10. Report of Any Action Taken During Closed Session
  
11. Trustee Discussion & Comments
  
12. Adjournment

This Agenda posted this 8<sup>th</sup> day of September.

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Laurie Schuster  
District Manager