

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Agenda

Monday, January 28, 2019 @ 5:30 p.m.

A. CALL TO ORDER

B. CONSENT AGENDA

1. Approval of Minutes for the Regular Meeting on December 17, 2018.
2. Approval of Warrants: Check Nos. 19933 through 19985, dated January 28, 2019 in the amount of \$57,550.46.

C. PUBLIC COMMENT

Individuals will be given an opportunity to address the Board with their comments on issues and items not listed on the agenda. Comments and/or presentations will be limited to five minutes per speaker. The Board of Trustees is unable to take action on any item not listed on the agenda. Opportunity for public comment on agenda items will be provided at the time they are discussed by the Board of Trustees. Comments will be limited to five minutes per agenda item.

D. MANAGER'S REPORT

3. Manager's Report, January 28, 2019.

12. BUSINESS

4. Action to elect 2019 Officers for the District's Board of Trustees
5. Review and possible action to approve Matthews, Hutton & Warren 2017-18 Audit
6. Review and possible action to approve going out to bid (Informal Bidding Process) for the seal coating of the gate entrance, to the intersection, turning right and including the parking lot. The parking lot would also include striping and a berm 80 feet long
This project was included in the District's budget for the amount of \$11,284.00. The last seal coat was done in 2004, in 2014 repairs and paving were done at the intersection of Imm D & Sun E and in front of the cell tower. The proposed project would total 21,300 sf.

Recommendation: Approve going out to bid for the seal coating of specified areas.
7. Review and possible action to approve upgrading the District's CIMS Burial Software Program to their Cloud program.
The cost to upgrade includes: Database Conversion \$650.00, Customize Interment Order \$700.00, Customize Preneed Contract \$1,100.00, hosting and maintenance increases from \$464/year to \$950/year (if approved the maintenance fee will be prorated). This item was included in the District's budget for the amount of \$2,500.00.

Recommendation: Approve updating to the CIMS Light Cloud.
8. Review and possible to action change 2019 board meeting dates
2/25, 3/25, 4/22, 5/27 (Memorial Day), 6/24, 7/22, 8/26, 9/23, 10/28, 11/25, 12/23
9. Request to retire 300 gallon fuel tank purchased in November of 1994 for the amount of \$5,261.77
A smaller 200 gallon has been purchased for the amount of \$200.00 to replace the District's vandalized tank. Disposal of old tank to be at the discretion of the Manager.
10. Review and possible action to prioritize/schedule equipment and other fixed replacements
A Capital Planning of proposed projects and purchasing of equipment has been prepared for review and discussion.

11. Review and possible action to appoint another Trustee as a check and ACH Transfer signer.
Currently we have two authorized/deputized signers, Trustee Herr and Grounds Superintendent Jack Popejoy. As a backup, it would be nice to have a third signee.
12. LAFCO Election for Non-Enterprise Member
The nominees are Tom Lando/CARD and Al McGreehan/PARD

F. TRUSTEES DISCUSSIONS, QUESTIONS & COMMENTS

G. ADJOURNMENT

The next regular meeting of the Oroville Cemetery District Board of Trustees will be held on, Monday, February 25, 2019 at 5:30 p.m., at the District office located at 5646 Lincoln Boulevard, Oroville, California.