

NOTICE
OF REGULAR MEETING OF
THE BOARD OF TRUSTEES
OF
LIVE OAK CEMETERY DISTRICT

Wednesday October 14th, 2026 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
 - _____ Debbie Charlesworth - Trustee
 - _____ Stephanie Allan – Trustee
 - _____ Cindy Wingfield – Trustee
 - _____ Joe Berry – 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 September 9th, 2026 Board Meeting Minutes
 - B. Approval of the September 2026 Monthly Claims

**Live Oak Cemetery District
Agenda for
Board of Trustees Meeting
October 14th, 2026**

6. Information Items:
 - A. District Manager's Monthly Report
 - i. Burials, Sales, Deposits, Major Purchases
 - ii. Incidents/Safety Report
 - iii. Correspondence
 - iv. Grounds Report
7. Board Discussion & Possible Action Items:
 - A. Appointment of Vice Chair – for the remainder of 2026
 - B. Review and Approve Smith & Newell FY: 25-26 Audit
 - C. Review and Approve Corrective Action Plan for FY: 26-27
 - D. Delinquent Preneed Contracts – Void Contract #0901
 - E. Headstone Bench Request for Grave 5-94-E
 - F. Quarterly (Oct-Dec 2026) Payroll Transfer of \$13,000 from Fund 6402 to Plumas Bank
 - G. Request to Update Cemetery Signs to Add Verbiage “No Sitting or Leaning on Headstones”
 - H. Cancel or Reschedule November 11th Board Meeting
8. Trustee Discussion & Comments
9. Adjournment

This Agenda posted this 9th day of October

Laurie Schuster
Office Manager