

**OPEB BOARD OF TRUSTEES**  
**Meeting Minutes**  
**January 9, 2024 @ 9:00 AM**

The Board of Trustees held a regular meeting on January 9, 2024, at the District Office.

**Present:** Janice Broda (Chair), Anna Kirkland(Vice Chair), and Matt Erpenbeck (Secretary/Treasurer)

**Staff:** Sherry Burroughs (Executive Director), Peter Jiang (Director of Scientific Programs) Lisa Ridley (Director of Finance & Administrative Support Services), Melanie Pacot-Stansberry (Payroll Specialist, and Kevin Kinney (IT Support Specialist)

**Visitors:** Sarah McInnis, Terry McGinn, and Tom Lowther

**I. Call to Order**

Chairman Broda called the meeting to order at 9:00 AM.

**II. Approval of Meeting Minutes – September 5, 2023 (Attachment A)**

**Commissioner Erpenbeck made the motion to approve the minutes. The Board unanimously approved; motion passed.**

**III. Financial Report (Attachment B)**

Lisa Ridley presented the financial report for the period ending December 31, 2023.

**Commissioner Erpenbeck made a motion to approve the financial report. The Board unanimously approved; motion passed.**

**IV. Old Business**

None

**V. New Business**

**A. Proposed Budget Amendment #1 Resolution 2024-01 (Attachment C)**

The proposed budget amendment increases revenue to reflect current interest rate values and adjusts the beginning fund balance to actual. The total revenue increase is \$9,388.30. Grants and donations which include participant **HIS** Health Insurance Subsidy contributions, and account code 20 (Personnel Serv Benefits) have been decreased to account for one participant this fiscal year.

**Commissioner Kirkland made the motion to adopt the budget amendment as presented. The Board unanimously approved; motion passed.**

**B. Presentation of Van Iwaarden Associates Actuarial Valuation (Attachment D)**

Lisa Ridley presented the Van Iwaarden Associates Actuarial Valuation for the period ending September 30, 2023.

**C. VIA Actuarial Solutions Engagement Letter (Attachment E)**

VIA Actuarial Solutions provided their engagement letter for services through fiscal year ending 2026. The service fees will increase by 20% , the trust clerk recommended continued engagement with VIA Actuarial Solutions.

**Commissioner Erpenbeck made the motion to approve the terms of the engagement letter for GASB 74/75 services. The Board unanimously approved; motion passed.**

**D. CD Options**

Lisa Ridley presented the OPEB Trust CD renewal options .

**Commissioner Erpenbeck made the motion to renew the OPEB trust CD for 11 months at 5.00%. The Board unanimously approved; motion passed.**

**VI. Administrator's Report – None**

**VII. Commissioner Comments – None**

**VIII. Upcoming Meeting**

- June 4, 2024 @ 9:00AM

**IX. Motion for Adjournment**

**Commissioner Kirkland made a motion for adjournment. The Board unanimously approved; motion passed. The meeting was adjourned at 9:06 AM.**

Attest:

  
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