

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Notice of Regular Meeting Agenda

Monday, January 24, 2022 @ 5:30 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. CONSENT AGENDA

1. Approval of Minutes for the Regular Meeting on December 14, 2021.
2. Approval of Warrants: Check Nos. 21569 through 21613, in the amount of \$54,712.00.

D. MANAGER'S REPORT

3. Manager's Report, December 20, 2021

E. BUSINESS

4. Action to elect 2022 Officers for the District's Board of Trustees
5. Review of Biological Resource Assessment
The initial study to review the wildlife and botanical habitat located within the expansion area has been completed. A Biologist from Gallaway Enterprises will be available for questions concerning next steps and how to address areas of concern during the land development process.
6. Review and possible to action change 2022 board meeting dates
2/28, 3/28, 4/25, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/26
Recommendation: Move November's meeting to 11/21/22 and December's meeting to 12/19/2022.
7. Review and possible action to approve a Salary Increase for the District Manager
Review of Salary increase for District Manager.
8. Review and possible action to approve a Salary Increase for the Board of Trustees
Review of Salary increase for Board of Trustees.
History of Trustee Fees:
8/11/1986 – Approved establishment of Trustee Fee
8/12/1991 – Approved monthly Trustee -\$50-\$100 per meeting, not exceeding \$100
4/12/1993 – Approved \$50/meeting not to exceed \$100/month
7/12/2004 – Approved \$100 per meeting
9. Review and possible action to approve hiring another Maintenance Worker
1970-1989, the District had an average of eight maintenance workers and an Operations Manager.
1990-2009 the average was 4.4 and one Superintendent
In December of 2020, the outside staff was reduced to four. However, due to the increase in the number burials, it has become apparent that we need to hire another maintenance worker to fill a Maintenance Worker 1 position.

Recommendation: Begin recruiting for a Maintenance Worker 1 position.

10. Review and possible action to have Tree of Life Trim work 2.5 days on trees at Memorial Park

One day cost is \$2,800, the budget was prepared with a daily fee of \$2,500. However due to the increase, the days would be reduced to 2.5 days.

Recommendation: Approve 2.5 days of tree trimming.

11. Review and possible action to approve repairing and selling the 210 John Deer Backhoe.

This item was purchased in 1989 for \$23,656.00 and has approximately 10K hours.

Approximately 6 months ago, it was having trouble starting due to a hole in the cylinder liner. Dusty Lewis, Maintenance Supervisor estimates \$1,340.00 in parts to get it running and then it could be operatable for "gentle use." Lewis said it would work here for a backup in an emergency but will not hold up with daily use.

Lewis recommends installing a complete engine kit for the estimated cost above and selling the backhoe "as is" for an amount between \$4,000-6,000.

The 310 backhoe has 2416 hours, it works well in the dry months, but due to its weight, in the winter months it is unable to maneuver on muddy ground. A new excavator will need to be purchased in 2022-23. If needed we do have an option of renting equipment; \$500/day, \$1356/week, or \$3152/month.

Recommendation: Spend \$1,340 to get the 210 running and sale as is. Purchase a new excavator in 2022-23.

F. TRUSTEES QUESTIONS & COMMENTS

H. ADJOURNMENT

The next regular meeting, of the Oroville Cemetery District Board of Trustees will be on, Monday, February 28, 2022, at 5:30 p.m. at the district office located at 5646 Lincoln Boulevard, Oroville, California.

This agenda was posted on January 21, 2021

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 or on the District's website at www.oroillecemetary.com.

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.

The Oroville Cemetery District is an Equal Opportunity Provider