

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Minutes for Regular Meeting

Monday, January 25, 2021 @ 5:30 p.m.

The agenda was posted on Friday, January 22, 2021

A. **CALL TO ORDER**

Chairman Bruggeman called the meeting of the Oroville Cemetery District to order at 5:33 p.m.

ROLL CALL

Present: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman

Absent: No one

Others: Jim Moll/Stifel Investments and Cheryl Smith/District Manager

B. **PUBLIC COMMENT - None**

C. **CONSENT AGENDA**

1. Approval of Minutes for the Regular Meeting on January 25, 2021.
2. Approval of Warrants: Check Nos. 21072 through 21113 dated January 25, 2021 in the amount of \$59,098.85.

A motion was made by Trustee Edwards and seconded by Trustee Broderson to approve the Consent Agenda as presented.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman

NOES: No One ABSENT: No One ABSTAINED: No One

D. **MANAGER'S REPORT**

3. 2020-2021 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$456,776.27
Expenditures	\$445,972.67

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,274,797.88	\$24,132.96	\$1,233,853.66

Stifel Accounts November 2020

Principal	Interest
\$350,623.51	\$617,989.10

District Burials December 2020

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
12	6	0	0	18	95	4	2
60%	40%					28	28

Safety/Training Meeting

Safety training topic this month: The Basics of Safety

Proposal from Everest Infrastructure Partners for cell tower buyout

Board not interested in buyout.

Trustees to be Classified as W-2 employees 1/1/2021

Covid-19 employee exposure

On Thursday, Jan. 7, 2021, District employees were exposed to an individual that tested positive for COVID-19. Following Cal OSHA protocol, employees were tested, all test results were negative.

E. BUSINESS

4. Action to elect 2021 Officers for the District’s Board of Trustees

A motion was made by Trustee Wisterman and seconded by Trustee Herr to elect Jim Bruggeman as President and James Edwards as Vice President.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One

5. Review and possible action to reinvest called notes in the Stifel Investments

Two callable notes were called, one on 12/17/20 in the Interest Account in the amount of \$80K and the other on 12/30/20 in the Principal Account in the amount of \$130K. Jim Moll of Stifel will be at the meeting to discuss investment options.

A motion was made by Trustee Herr and seconded by Trustee Wisterman to transferred called funds in the Principal and Interest accounts to the Butte County held like funds.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman.
NOES: No One ABSENT: No One ABSTAINED: No One

6. Review and possible action to cancel Pre-Need Contract 19-31

Contract #19-31 is delinquent; the last payment was received on December 5, 2019. The contract was opened on May 17, 2019 in the amount of \$1,508.00 and to date the District has received the Endowment Care payment of \$388.00 and \$372.00 in payments for the plot. Several phones calls were made to discuss payments as well as letters mailed requesting payments. The last letter was mailed on Nov. 23, 2020 requesting payment of \$421.34 to bring account up to date, no response was received. The monthly payments were set at \$62.83. The contract owner has remained unresponsive to our phone messages and letters.

Recommendation: Cancel Contract 19-31 due to non-payment.

A motion was made by Trustee Broderson and seconded by Trustee Edwards to cancel contract 19-31 for lack of payment.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One

7. Review and possible action to approve AT&T Mobility Utility Easement Agreement

The District was notified on November 23, 2020 that PG&E did not approve the underground utility for the expansion of AT&T’s site. PG&E is requiring AT&T to have the power installed overhead. The lines will come in from the pole on Lincoln Blvd, AT&T will install a new pole within the 20x15 leased area.

A motion was made by Trustee Wisterman and seconded by Trustee Herr to approve AT&T Mobility Utility Easement Agreement.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One

8. Review and possible to action change 2021 board meeting dates

2/22, 3/22, 4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/27

Recommendations: 12/27 move to 12/20

A motion was made by Trustee Broderson and seconded by Trustee Wisterman to adopt the meeting schedule as presented.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One

F. TRUSTEES QUESTIONS & COMMENTS - NONE

G. ADJOURNMENT – 6:05 pm

The next regular meeting of the Oroville Cemetery District Board of Trustees on, Monday, January 25, 2021 at the District office located at 5646 Lincoln Boulevard, Oroville, California.

Jim Bruggeman, Chairman

James Edwards, Vice Chairman

Cheryl Smith, Secretary