

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Minutes for Regular Meeting

Monday, September 27, 2021 @ 5:30 p.m.

The agenda was posted on September 24, 2021

A. **CALL TO ORDER**

Chairman Bruggeman called the meeting to order at 5:30 p.m.

ROLL CALL

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

Absent: No One

Others: Dusty Lewis/Staff, Miguel Garcia/Staff and Cheryl Smith/District Manager

B. **PUBLIC COMMENT – None**

C. **CONSENT AGENDA**

1. Approval of Minutes for the Regular Meeting on August 23, 2021.

2. Approval of Warrants: Check Nos. 21404 through 21442, in the amount of \$58,521.09

A motion was made by Trustee Broderson and seconded by Trustee Wisterman 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. Manager's Report, Sept 27, 2021

2021-2022 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$116,626.64
Expenditures	\$238,352.12

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,509,634.12	\$372,485.68	\$1,274,303.29

Stifel Accounts Aug. 2021

Principal	Interest
\$174,225.94	\$278,878.67

District Burials Aug 2021

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
10	11	0	0	21	36	6	3
39%	61%					10	5

Safety/Training Meeting - Safety training topic this month: Back Injury

Recruiting for Maintenance Worker – Interviews 10/6/21

E. **Business**

4. Review and possible action to adopt Rules for Burial Arrangements & Services.

On June 29, 2021, the Oroville Cemetery District implemented "Safety Practices for Cemetery Services." One Friday, September 17, 2021, at the close a service, the Shaman asked to approach the grave and if the staff could remove two boards for the purpose of blessing the grave and placing dirt. Members of the family began approaching the open grave as well – creating an unsafe environment.

As a way to protect the District's employees and members of the public attending a service, Rules & Safety Practices need to be adopted to prevent injury to our employees and the public.

Recommendation: Approve the Rules for Cemetery Arrangements and Services as presented, effective immediately.

A motion was made by Trustee Herr and seconded by Trustee Wisterman to approve the Rules for Burial Arrangements & Services as presented.

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

5:51 PM – Dusty Lewis & Miguel Garcia left the meeting.

5. Review and possible action to approve the Biological Resources Assessment dated 4/28/2021 and to proceed with scheduling.

The Biological Resources Assessment is a preliminary step in the District's expansion project. The review will provide the district with information for the existing biological conditions. The cost of the Assessment is \$4,038.00

Recommendation: Approve the Biological Resources Assessment from Gallaway Enterprises

A motion was made by Trustee Broderson and seconded by Trustee Herr to approve the Biological Resources Assessment proposal for the amount of \$4,038.00

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

6. Review and possible action to approve the 2021 Proposed Fee Schedule

The proposed fee increase is approximately 5% over the current schedule. A comparison of eight District Cemetery was used to compare fees. If approved, the effective date would be November 1, 2021.

Recommendation: Approve the Proposed Fee Schedule as presented.

A motion was made by Trustee Herr and seconded by Trustee Edwards to approve the 2021 Fee Schedule with the exception of increasing the Open/Closing for full casket burials at this time.

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

F. 6:20 PM Recess to Closed Session

7. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8:

Property: 5646 Lincoln Blvd.

Agency Negotiators: Cheryl Smith, District Manager

Negotiating Parties: American Tower Corporations.

Under Negotiation: Price and terms of payment.

G. 6:25 PM Reconvene to Open Session - 1. Announcement of any reportable action taken during closed session. Chairman Bruggeman announced no reportable action taken.

H. TRUSTEES QUESTIONS & COMMENTS - NONE

I. ADJOURNMENT 6:27 PM

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

Jim Bruggeman, Chairman

James Edwards, Vice Chairman

Cheryl Smith, Secretary