

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Minutes for Regular Meeting

Monday, July 25, 2022 @ 5:00 p.m.

The agenda was posted on Friday, July 22, 2022

A. CALL TO ORDER

Chairman Bruggeman called the meeting to order at 5:02 p.m.

ROLL CALL

Present: Trustees Broderson, Bruggeman, Herr and Wisterman

Absent: No One

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

B. PUBLIC COMMENT – None

C. CONSENT AGENDA

1. Approval of Minutes for the Regular Meeting on June 27, 2022.

2. Approval of Warrants: Year Ending 2021-22 Check Nos. 21855, 21859, 21860, 21861, dated July 15, 2022, and 21868-21877, dated July 25, 2022, for \$5,171.92. And 2022-23 Beginning Year Warrants Check Nos. 21856 through 21905, in the amount of \$153,568.36.

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

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

D. MANAGER'S REPORT

3. Manager's Report, July 26, 2022

2022-2023 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$19,744.88
Expenditures	\$157,712.45

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,643,579.21	\$474,370.42	\$1,341,117.07

Stifel Accounts June 2022

Principal	Interest
\$114,120.64	\$190,325.10

District Burials June 2022

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
3	8	0	0	11	231	0	11
55%	45%					53	51

E. Business

4. Review and possible action to approve reinvesting matured funds held at Stifel for the Endowment Principal & Interest accounts

The Principal account has \$80K available and the Endowment Interest account has a balance of \$190,107 with funds maturing 8-8-22 and 5-9-23. Jim Moll will share investing options.

A motion was made by Trustee Wisterman and seconded by Trustee Herr to approve investing in a 6 month CD at 2.5 percent.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

5. Review and possible action to approve the proposed 2022-2023 budget
Proposed Budget amount is \$949,839.00. Projected income from taxes and charges for current services, miscellaneous revenue is \$838,119. Expenditures are Salaries-\$631,427, includes a 4% increase, Services & Supplies \$207,222, Capital Assets \$106,190, and Special Expense is \$5,000. Expense to the budget is \$111,720, the unassigned fund balance is \$452,488.
- Fixed Assets include:
Road repairs & seal coating - \$21,750.00
Purchase of a John Deere 50G Compact Excavator - \$78,540.00
Master Lower Device - \$5900
Wyandotte Surveying - \$9950 (rolled over from 21-22)
- The Pre-need Liability Schedule shows an excess of \$110,441.20.
- Recommendation: Adopt the 2022-23 Budget as Presented.
- A motion was made by Trustee Wisterman and seconded by Trustee Broderson to approve the presented budget with an increase of \$15K for tree removal.
- AYES: Trustees Broderson, Bruggeman, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One
6. Possible action to appoint a Deputy Check Signer and Adopt Resolution No. 2022-23/01
Currently the District has two board members authorized to sign checks. Current signer, Miguel Garcia's last day of employment is Friday, July 29, 2022. The District needs to appoint a new Deputy Signer and Adopt Resolution No. 2022-23/02-01.
- Recommendation: Appoint a Deputy Check Signer Dusty Lewis and Adopt Resolution No. 2022-23/01.
- A motion was made by Trustee Broderson and seconded by Trustee Herr to approve the Dusty Lewis as a Deputy Check Signer.
- AYES: Trustees Broderson, Bruggeman, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One
7. Removal of 13 dead trees at the Oroville Cemetery on Feather River Blvd
The District was contacted by Wade Atteberry/City Parks & Trees on Thursday, July 14, 2022, regarding "hazardous" trees as the cemetery. He advised that the trees need to be removed ASAP. The gates have been locked and signs posted to not enter the cemetery. The proposed budget for 2022-23 for tree maintenance is \$16,800.00 for a total of six days of work. The cost to remove 13 trees would be much higher.
- Dawn Nevers, Asst. Community Development Director was contacted regarding the possibility of getting assistance to cover the cost of removing the trees.
- No action taken, the Manager was directed to request a letter from the City of Oroville regarding the trees at the Oroville Cemetery.
8. Biennial review of the District's Conflict of Interest Code
In compliance with the Political Reform Act, the District needs to review our Conflict of Interest Code.
Recommendation: No changes required at this time.
- A motion was made by Trustee Herr and seconded by Trustee Broderson to approve no changes to the District's Conflict of Interest Code.
- AYES: Trustees Broderson, Bruggeman, Herr and Wisterman
NOES: No One ABSENT: No One ABSTAINED: No One
9. Review and possible action to add Gate Keepers to Accularm account
Bob & Vickie Price, live less than a block from the Cemetery and they are interested in responding to alarm calls for Memorial Park. Current trip rate is \$14.65.
- A motion was made by Trustee Wisterman and seconded by Chairman Bruggeman to approve Vickie Price responding to alarms at Memorial Park. Price will wait at the gate until the Sheriff's department responds to call.

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

Recessed to Closed Session 5:59 pm

10. Public Employee Appointment Evaluation
(Gov. Code Section 54957(b)(1)) – Maintenance Worker II

Reconvened to Open Session 6:07 pm

Chairman Bruggeman announced Todd Hook was promoted to Maintenance Worker III, effective August 1, 2022.

F. TRUSTEES QUESTIONS & COMMENTS

H. ADJOURNMENT

The next regular meeting of the Oroville Cemetery District Board of Trustees will be on, Monday, August 22, 2021, at 5:00 p.m. at the District office located at 5646 Lincoln Boulevard, Oroville, California.

F. TRUSTEES QUESTIONS & COMMENTS - NONE

G. ADJOURNMENT 6:08 PM

The next regular meeting of the Oroville Cemetery District Board of Trustees will be held on, Monday, August 22, at the District office located at 5646 Lincoln Boulevard, Oroville, California.

Jim Bruggeman, Chairman

Mark Wisterman, Vice Chairman

Cheryl Smith, Secretary