

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Minutes for Regular Meeting

Monday, May 23, 2022 @ 5:00 p.m.

The agenda was posted on May 20, 2022

A. CALL TO ORDER

Chairman Bruggeman called the meeting to order at 5:06 p.m.

ROLL CALL

Present: Trustees Broderson, Bruggeman, Herr and Wisterman

Absent: No One

Others: Cheryl Smith/District Manager

B. PUBLIC COMMENT – None

C. CONSENT AGENDA

1. Approval of Minutes for the Regular Meeting on April 25, 2022.

2. Approval of Warrants: Check Nos. 21759 through 21807, in the amount of \$57,246.54.

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, May 23, 2022

2021-2022 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$722,222.05
Expenditures	\$739,310.46

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,633,198.12	\$474,370.42	\$1,342,675.38

Stifel Accounts May 2022

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

District Burials May 2022

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
6	12	0	0	18	206	3	4
49%	50%					52	36

Safety/Training Meeting

Training topics reviewed were: Applying Weed Killer, Review of District's Grounds Rules & Regulations, Mowing Safety and Flower Rules

Board Member Ethics & Harassment Training

Options for training are online.

Memorial Day 2022

The Veterans group is planning a Memorial Service beginning 11:30 am, flags will be placed on the graves beginning at 6 AM.

E. BUSINESS

4. Ordinance to Increase Pay of District Trustees

Recommendation: Approve the adoption of this Ordinance. – **Public hearing opened at 5:15 pm, no one from the public in attendance, hearing closed at 5:16 pm.**

A motion was made by Trustee Herr to pass by title only **An Ordinance of the Board of Trustees of the Oroville Cemetery District Increasing the pay of Trustees of the Oroville Cemetery**, seconded by Trustee Bruggeman to adopt the Ordinance Increasing the Pay of District Trustees.

AYES: Trustees Broderson, Bruggeman, and Herr

NOES: Trustee Wisterman ABSENT: No One ABSTAINED: No One

Manager was instructed to update By-laws to reflect the passage of the Ordinance for review & approval at the next board meeting on June 27, 2022.

5. Review and possible action to retire fixed assets

a) JD Backhoe Loader 210 – purchased on 11/13/1989; sell for 6,500.00

b) JD Ztrak Mower 997 – purchased on 3/24/2008; sell for 6,000.00

c) JD Tractor – purchased on 8/15/1996; sell for 6,000.00

d) Golf Cart – purchased on 3/14/2005; sell for 3,200.00

Recommendation: Approve the list of assets to retire. Sell as is where is for asking price or best offer, at Manager's discretion

A motion was made by Trustee Herr and seconded by Trustee Wisterman to approve and retire fixed assets JD Backhoe 210, JD Tractor and Golf Cart.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

6. Review and possible action to approve submitting the California Department of Fish & Wildlife Environmental Permit application

This permit is necessary for cleaning out the drainage ditch which will allow better flow for the runoff. The permit was requested for five years. The fee to submit the application is \$3,881.50.

Recommendation: Approve submitting the application.

A motion was made by Trustee Wisterman and seconded by Trustee Broderson to approve submitting the application for a permit to clean the drainage ditch.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

7. Review and possible action to adopt new policies for Disinterment, Section 3. (k) & (l)

This policy was last updated on April 24, 2017, to address the disinterment process. The proposed policy specifies the roles of the Cemetery Staff, Funeral Director, and Coroner.

Recommendation: Approve the new policies for the disinterment process.

A motion was made by Trustee Herr and seconded by Trustee Wisterman to approve the new policies for disinterments, effective 5-23-2021.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

8. Review and discussion on adopting a policy requiring Cemetery Service Providers to provide proper insurance coverage and indemnify the District, it's trustees, and employees from any and all such claims.

All Vendors create the potential for claims to be asserted against the cemetery district. It is important that such Service providers have proper insurance coverage.

Recommendation: Adopting this policy would provide protection to the district.

A motion was made by Trustee Wisterman and seconded by Trustee Herr to approve requiring all vendors to Provide Insurance and Indemnification Provisions, on July 1, 2022.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

F. TRUSTEES QUESTIONS & COMMENTS

NONE

H. ADJOURNMENT – 6:08 p.

The next regular meeting, of the Oroville Cemetery District Board of Trustees will be on, Monday, June 27, 2022, at 5:30 p.m. at the district office located at 5646 Lincoln Boulevard, Oroville, California.

Jim Bruggeman, Chairman

Mark Wisterman, Vice Chairman

Cheryl Smith, Secretary