

# Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

## Minutes for Regular Meeting

Monday, September 26, 2022 @ 5:00 p.m.

The agenda was posted on Friday, September 23, 2022

### A. CALL TO ORDER

Chairman Bruggeman called the meeting to order at 5:08 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 Special Meeting on August 29, 2022.

2. Approval of Warrants: 21958 through 22004 in the amount of \$81,640.46.

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, Sept 26, 2022

2022-2023 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$79,340.15
Expenditures	\$294,920.10

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,654,099.57	\$474,370.42	\$1,370,850.74

Stifel Accounts June 2022

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

District Burials Oct 2022

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
9	14	0	0	23	35	2	0
31%	69%					4	7

Manager Position Recruitment Timeline

- Begin advertising the position in October – Indeed, ZipRecruiter, Chico Paper, PCA
- Early January begin interviews
- Ideally start the new manager in Mid-January
- New Board Member – The County Clerk of the Board will “fly” our open seat.

### E. Business

4. Review and possible action to approve 2022-23 Fee Increase

The increase in fees is approximately 5% and if approved would become effective November 1, 2022. The current inflation rate is 8.3%.

Recommendation: Approve Fee Increase of 5%.

A motion was made by Trustee Bruggeman and seconded by Trustee Wisterman to increase fees 8% effective 11/1/2022.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

5. Review and possible action to approve additional tree removal at the Oroville Cemetery  
Morgan Tree Service contracted with the District to remove 18 tree for the amount of \$26,300.00. An additional three trees were removed and two more trees should also be removed due to their condition. They are located on the northeast side of the cemetery. James Morgan/owner, is asking for an additional \$6,500 to cover the three trees that were taken down and to remove two more trees for safety. The Maintenance Supervisor and I surveyed the trees last month and went back again last week. The two additional trees were severely affected by our high temperatures. Due to their size and condition, I recommend they be removed. Morgan Tree Service has done a great job, no headstones have been damaged, stumps are ground, and no debris is left on the ground.

Recommendation: Approved the removal of five trees for the cost of \$6,500.00

A motion was made by Trustee Herr and seconded by Trustee Broderson to approve removing additional trees for the cost of \$6,500.00

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

6. The District appointed James Edwards & Stephen Herr as signers on our Stifel Account  
James Edwards, resigned from his position March of 2022. The Board needs to appoint someone to fill the open position.

A motion was made by Trustee Broderson and seconded by Trustee Herr to approve Mark Wisterman as a signer on the Stifel Account.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

7. Review and possible action to approve the Streambed Alteration Agreement between California Department of Fish & Wildlife and Oroville Cemetery District  
This agreement allows the District to clean out our ditch once a year during the months of Sept & Oct. The Agreement is in effect for five years, before the term expires the District will have to renew the agreement before the end of the fifth year. The Permit fee is less than \$700 and we will receive a refund for approximately \$3,400.

Recommendation: Approve Streambed Alteration Agreement.

A motion was made by Trustee Broderson and seconded by Trustee Herr to approve the Streambed Alteration Agreement between CDFW and the District.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

8. Review and possible to adjust our budget in the amount of \$3,000 due to State disaster relief/property tax-backfill no longer available  
The Auditor's office has requested that we update the budget with board approval and forward them a copy.

Recommendation: Move \$3K out of State disaster relief and place in other categories – Charges for Services and/or Miscellaneous Revenue.

A motion was made by Trustee Herr and seconded by Trustee Broderson to move \$3K into the Charges for Current Services category.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

9. Review and possible action to approve paying Gate Person \$25.00 in the event the alarm is triggered in the evening and early morning

The gate person is compensated at \$14.65 per trip to open and close gates in the morning and evening. Vicky Price is asking for an additional \$25.00 if she is called out during the night to respond to the alarm after the gates are closed.

Recommendation: Set the Alarm Response after hours at \$25.00, with a maximum of \$50.00 per day.

A motion was made by Trustee Herr and seconded by Trustee Bruggeman to increase the afterhours alarm response fee to \$25.00 with a maximum of \$50.00 per day.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

NOES: No One

ABSENT: No One

ABSTAINED: No One

**F. TRUSTEES QUESTIONS & COMMENTS - NONE**

**H. ADJOURNMENT – 6:00 PM**

The next regular meeting regular meeting of the Oroville Cemetery District Board of Trustees will be on, Monday, October 24, 2022, at 5:00 p.m. at the District office located at 5646 Lincoln Boulevard, Oroville, California.

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Jim Bruggeman, Chairman

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Mark Wisterman, Vice Chairman

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Cheryl Smith, Secretary