

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Minutes for Regular Meeting

Monday, March 28, 2022 @ 5:30 p.m.

The agenda was posted on March 25, 2022

A. CALL TO ORDER

Chairman Bruggeman called the meeting to order at 5:32 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 February 28, 2022.

2. Approval of Warrants: Check Nos. 21661 through 21707, in the amount of \$104,872.20.

A motion was made by Trustee Broderson and seconded by Trustee Herr 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, March 2022

2021-2022 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$638,392.33
Expenditures	\$615,950.20

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,566,452.16	\$279,350.40	\$1,336,308.06

Stifel Accounts January 2022

Principal	Interest
\$172,036.89	\$279,080.34

District Burials Dec 2021

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
13	5	0	0	18	137	5	3
53%	47%					43	29

Safety/Training Meeting

South Shasta Cemetery District is hosting a day of training for outside staff. Training topics are: A-Z for Measuring, Marking, Verification and Digging; Grounds control for gophers, squirrels, mosquitos; Customer Service-Dealing with the Public; Q&A.

Also training for Office Staff – Consolidations, DIR Project Requirements, Brown Act Close Sessions, Cyber Security, Q&A

Board Member Ethics & Harassment Training

Options for training are online.

Form 700

Deadline is April 1, 2022, for submission.

8. Request for Easter Sunrise Service to be held Sunday, April 17, 2022
Pastor Ed from the Nazarene Church inquired about the District providing the Gazebo and chairs for the Easter Sunrise Service.
9. Manager's Annual Evaluation due April 2022
Trustees Broderson & Bruggeman will evaluate the Manager.

E. BUSINESS

4. Review and possible action to approve changing the District's Bylaws, Section D. Remuneration & Reimbursement by adopting an ordinance.

Current Bylaws: Section D. Remuneration and Reimbursement

1. Members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business other than a meeting of the Board. (California Health and Safety Code, Section 9031(c)). Upon submission of a detailed claim to the District Manager, reimbursement for the cost of the use of a Trustee's personal vehicle shall be on the basis of total miles driven at the rate allowed by the IRS.
2. Board of Trustees may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100.00) for attending each meeting of the Board. A member of the Board of Trustees shall not receive compensation for more than four meetings of the Board in a month. (California Health and Safety Code, Section 9031(a)).

Recommendation: To move forward with increasing the board's compensation an ordinance will have to be adopted. The increase may not exceed 5 percent. The process of adopting an Ordinance is quite lengthy: developing the ordinance, public hearings and readings.

Board directed Manager to move forward with preparing an Ordinance and draft an update to the By-laws Section D. Remuneration & Reimbursement, for review at the next meeting.

5. Review of Matured Stifel Investments in both the Principal and Interest Accounts
Funds have matured in both the Principal and Interest accounts. Matured value for the Principal account is approximately \$56.3K and the Interest account is approximately \$95K. Our Financial Advisor, Jim Moll recommends transferring these investments to the Butte County Treasury which is currently yielding 1.155%. Stifel does offer a 5-year CD at 2%.

A motion was made by Trustee Herr and seconded by Trustee Wisterman to transfer the matured funds in the amount of \$56.3K (Principal) and \$95K from the Interest accounts.

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

6. Review and possible action to allow the entire staff to attend the Seminar Training at the South Shasta Cemetery District in Cottonwood. The seminar date is April 27th
This seminar will provide training to staff covering a variety of topics, it would be beneficial to the entire staff. If approved the Office would be closed to the public for the entire day.

Recommendation: Approve closing the office, allowing the entire staff to attend the training.

A motion was made by Trustee Wisterman and seconded by Trustee Broderson to approve closing the office on April 27, allowing the entire staff to attend the training.

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

7. Review and possible action to approve honoring Jim Edwards with a Butte County Board of Supervisors Resolution of Appreciation
This recognition would be in conjunction with South Feather Water and Power. The reading would be on Tuesday, April 12, 2022, during the Board of Supervisors meeting.

A motion was made by Trustee Broderson and seconded by Trustee Herr to approve recognizing Jim Edwards for his service with a Butte County Board of Supervisors Resolution of Appreciation.

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

F. Recess to Closed Session 6:10 pm

8. PUBLIC EMPLOYEE APPOINTMENT Gov. Code section 54957(b)(1):
Title: Maintenance Worker I

G. 6:15 pm - Reconvene to Open Session - 1. Announcement of any reportable action taken during closed session. Chairman Bruggeman announced the Board approved the placement of new employee for the Maintenance Worker I position.

F. TRUSTEES QUESTIONS & COMMENTS

H. ADJOURNMENT 6:20 pm

The next regular meeting, of the Oroville Cemetery District Board of Trustees will be on, Monday, April 25, 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