

# Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

## Minutes for Special Meeting

Monday, August 29, 2022 @ 5:00 p.m.

The agenda was posted on Friday, August 26, 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: Cheryl Smith/District Manager

### B. PUBLIC COMMENT – None

### C. CONSENT AGENDA

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

2. Approval of Warrants: 21906 through 21957 in the amount of \$57,822.68

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, Aug. 29, 2022

2022-2023 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$56,761.35
Expenditures	\$210,314.44

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,650,323.94	\$474,370.42	\$1,351,534.64

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
2	10	0	0	12	12	2	7
17%	83%					2	7

### E. Business

4. Due to the condition of the several trees at the Oroville Cemetery, the Manager recommends the Board of Trustees adopt a resolution declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life, health, or property.

Recommendation: Adopt Resolution #2022-23/02

A motion was made by Trustee Herr and seconded by Trustee Wisterman to adopt Resolution #2022-23-02.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

5. Review and possible action to select a Tree Service Company to remove dead trees at the Oroville Cemetery

The District was contacted by Wade Atteberry/City Parks & Trees on Thursday, July 14, 2022, regarding "hazardous" trees at 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 budget for 2022-23 for tree maintenance was increased from \$16,800.00 to \$31,800.00 to cover the cost to remove 13-18 trees.

Dawn Nevers, Asst. Community Development Director did communicate that the City is willing to help the District with the cost of removing the trees. However the District would be required to reimburse the City next year.

Bids Received:

P31 Enterprises – 18 trees \$38,280

Tree of Life – 13 trees \$22,800; 18 trees \$27,000

Morgan Tree Service – 12 trees \$19,900; 18 trees \$26,300

M&S Wesley – 17 trees \$34,000

Recommendation: Lowest Bidder – Morgan Tree Service

A motion was made by Trustee Herr and seconded by Trustee Wisterman to award the project to Morgan Tree Service for the removal of 18 trees.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

6. Review and possible action to purchase the John Deere 50G Compact Excavator for the amount of \$82,053.14

The price has increased \$3513.25 within this month, unsure of where it will be in the next few months. The excavator is estimated to be shipped after the first of the year.

A motion was made by Trustee Wisterman and seconded by Trustee Broderson to purchase the John Deere 50G Compact Excavator.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

7. Oroville's Chief of Police has asked for the consent of Oroville Cemetery District to clear the vacant land behind the Jewish Cemetery of trespassers as well as authorization to arrest any individuals, should the need arise

Due to the numerous and ongoing issues the District has had with vagrants damaging headstones, fences, water lines etc., allowing the Police to clear out and arrest trespassers would be in our best interest to help reduce vandalism.

Recommendation: Approve and sign the Consent to Enter Lands and Perform Services & Hold Harmless Agreement AND the Citizen Arrest Form.

A motion was made by Trustee Herr and seconded by Trustee Broderson to approve and sign the "Consent to Enter Land and Citizen Arrest form for the Jewish Cemetery."

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

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

8. Matthews, Hutton & Warren CPA Engagement Letter

MHW will begin our audit in late October, their fee will not exceed \$5,500.00

Recommendation: Approve and sign the offer letter.

A motion was made by Trustee Broderson and seconded by Trustee Wisterman to approve and sign the MH&W offer letter for the annual audit.

AYES: Trustees Broderson, Bruggeman and Wisterman

NOES: No One            ABSENT: No One            ABSTAINED: Steve Herr

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

**H. ADJOURNMENT – 5:38 pm**

The next regular meeting regular meeting of the Oroville Cemetery District Board of Trustees will be on, Monday, September 26, 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