

Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

Minutes for Special Meeting

Monday, December 20, 2021 @ 5:30 p.m.

The agenda was posted on December 17, 2021

A. CALL TO ORDER

Chairman Bruggeman called the meeting to order at 5:30 p.m.

ROLL CALL

Present: Trustees Broderson, Bruggeman, Herr and Wisterman
Absent: Trustee Edwards
Others: Cheryl Smith/District Manager

B. PUBLIC COMMENT – None

C. CONSENT AGENDA

1. Approval of Minutes for the Regular Meeting on November 22, 2021.
2. Approval of Warrants: Check Nos. 21523 through 21568, in the amount of \$56,108.57.

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: Trustee Edwards ABSTAINED: No One

D. MANAGER'S REPORT

3. Manager's Report, Dec 2021
2021-2022 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$280,403.00
Expenditures	\$402,311.13

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,537,494.14	\$375,779.97	\$1,308,093.23

Stifel Accounts Nov. 2021

Principal	Interest
\$173,999.37	\$279,785.37

District Burials Nov 2021

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
10	11	0	0	21	104	5	1
48%	51%					30	24

Safety/Training Meeting – Opening & Closing Graves

Finance Committee Meeting Report 12-8-2021 – see Item # 5

Board Member Ethics & Harassment Training status

The Biological Resource Assessment has been completed

Kevin Sevier and Biologist Reaves will attend our January Board meeting to discuss the report and answer questions. I did review the assessment and there are several wildlife species that could be affected in our expansion project depending on the time of year – western burrowing owl, swainson's hawk, tricolored blackbird, loggerhead shrike, northern harrier, yellow warbler, and migratory birds and raptors.

E. BUSINESS

4. Wyandotte Plot Surveying Project

This item was approved in the District’s current budget. Rolls Anderson & Rolls submitted an estimate in the amount to \$9,950.00. There are 11 plots available for sale currently.

A motion was made by Trustee Herr and seconded by Trustee Wisterman to approve the Wyandotte Surveying Project for the amount of \$9,950.00.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

NOES: No One ABSENT: Edwards ABSTAINED: No One

5. Review and possible action to approve an increase in Salary & Benefits for 2022

Annual review of Salary & Benefit Schedule for 2022. The 2021-2022 budget was prepared with an increase of 2% in salaries. The 2022 Social Security COLA is 5.9%. SHRM (Society of Human Resources Management) projects salary increases in 2022 will be 3.9%. Over the last 12 months, the Consumer Price Index increased 6.8%.

The District’s Finance Committee met on Wednesday, December 8, 2021, to review and discuss salaries and possible hiring of additional maintenance worker.

The Board requested to review their salaries and the District Manager’s at the next board meeting.

Recommendation: Approve a 4% increase in the salary schedule, effective 1/1/2022.

A motion was made by Trustee Wisterman and seconded by Trustee Broderson to approve a 4% increase effective 1/1/2022.

AYES: Trustees Broderson, Bruggeman, Herr and Wisterman

NOES: No One ABSENT: Edwards ABSTAINED: No One

F. TRUSTEES QUESTIONS & COMMENTS

G. ADJOURNMENT 6:17 pm

The next regular meeting of the Oroville Cemetery District Board of Trustees will be on, Monday, January 24, 2022, at 5:30 p.m. at the district office located at 5646 Lincoln Boulevard, Oroville, California.

Jim Bruggeman, Chairman

James Edwards, Vice Chairman

Cheryl Smith, Secretary