

# Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

## Minutes for Special Meeting

Monday, December 14, 2020 @ 5:30 p.m.

The agenda was posted on Friday, December 11, 2020

### A. **CALL TO ORDER**

Chairman Bruggeman called the meeting of the Oroville Cemetery District to order at 5:30 p.m.

### **ROLL CALL**

Present: Trustees Broderson, Bruggeman, Edwards, 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 November 23, 2020.
2. Approval of Warrants: Check Nos. 21029 through 21071 dated December 14, 2020 in the amount of \$64,691.64.

A motion was made by Trustee Broderson and seconded by Trustee Edwards to approve the Consent Agenda as presented.

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

### D. **MANAGER'S REPORT**

3. 2020-2021 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$220,173.89
Expenditures	\$384,718.41

#### Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,263,695.40	\$24,132.96	\$1335,308.08

#### Stifel Accounts November 2020

Principal	Interest
\$347,861.93	\$616,378.23

#### District Burials September 2020

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
5	8	0	0	13	77	1	1
58%	42%					24	26

#### Safety/Training Meeting

Safety training topic this month: Wet Weather, Grounds & Equipment & New Cal-Osha rules for Covid-19.

#### Trustee Edwards' term will expire on January 1, 2021

If Trustee Edwards is willing to serve a four-year term, the Chairman should submit a letter to Supervisor Connelly. Edwards agreed to server another term, letter to be sent to Supervisor Connelly and Clerk of the Board.

#### Trustees to be Classified as W-2 employees 1/1/2021

#### Review of maintenance staffing needs

The Maintenance Staff suggested the elimination of a fulltime position at this time. The crew of four have been maintaining the grounds and attending services for a year, as a result they

question the need for another fulltime outside employee. Perhaps in the spring & summer months a temporary employee could be hired to assist for the a few months. If the Board is interested in exploring this idea, it can be placed on the January Agenda for review.

#### **FINANCE COMMITTEE REPORT – Stephen Herr**

The committee met on December 7, 2020 – Trustees Herr, Bruggeman & Manager Smith. Budget preparation was discussed, and the committee will meet to review the preliminary budget before it is presented to the Board. The committee will meet three times a year or as needed.

Herr recommended transferring \$100,000.00 from the overfunded Pre-Need Liability account to the General Fund. This transfer will assist the District's lower income from July to December. The monies are to assist covering cost until the December taxes are deposited.

#### **E. BUSINESS**

5. Review and possible action to approve the Recruitment Contract with Oroville's Express Personnel for the hiring of a Maintenance Worker I or II

In the past the District has utilized the local newspaper to advertise for staffing needs. Due to low circulation, the local newspaper is no longer an effective tool for recruitment. Express has a large database of candidates and will post the job on several platforms and distribute flyers throughout the community. A cost analysis was prepared to compare the District's cost to hire on their own and the monthly cost for Express. The salary range is broad from a CMI at Step 1 to a CMII Step 5 (depending on experience), the District has the ability to place anywhere within those Steps.

CalPers regulations utilizing a 3<sup>rd</sup> Party employment agency: Unless the individual has prior membership with CalPers, the District does not have to sign them up for Pers while under contract with the 3<sup>rd</sup> party agency.

Recommendation: No action at this time. No action taken.

6. Review and possible action to approve an increase in Salary & Benefits for 2021

Annual review of Salary & Benefit Schedule for 2021. The 2020-2021 budget was prepared with an increase of 2% in salaries. The 2021 Social Security COLA is 1.3%. The Society for Human Resources Management (SHRM) estimates average increases will be 2.1%.

Recommendation: Approve a 4% increase in the salary schedule, effective 1/1/2021.

A motion was made by Trustee Herr and seconded by Trustee Edwards to approve a salary increase of 4% effective 1/1/2021.

AYES: Trustees Bruggeman, Edwards and Herr

NOES: Trustees Broderson and Wisterman      ABSENT: No One      ABSTAINED: No One

7. Review and possibility to approve transfer of \$100,000.00 from the Pre-Need Fund to the General Fund

From July to December the District operates on limited funds. Most of our tax money is deposited into our general fund in late December. The transfer of \$100K would act as a reserve until we receive tax money in December. The reserve would be reimbursed for any funds used.

Recommendation: Approve transferring \$100,000 from the Pre-Need fund to the General Fund as a Reserve.

A motion was made by Trustee Wisterman and seconded by Trustee Broderson to transfer \$100K from the Pre-need Liability account to the District's general fund.

AYES: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman

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

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

#### **G. ADJOURNMENT – 6:24 pm**

The next regular meeting of the Oroville Cemetery District Board of Trustees on, Monday, January 25, 2021 at the District office located at 5646 Lincoln Boulevard, Oroville, California.

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Jim Bruggeman, Chairman

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James Edwards, Vice Chairman

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Cheryl Smith, Secretary