

**Oroville Cemetery District Board of Trustees**  
**District Office, 5646 Lincoln Boulevard, Oroville, CA 95966**  
**Minutes for the Regular Meeting held Monday, September 23 2019 @ 5:30 p.m.**  
The agenda was posted on Friday, Thursday 23, 2019

**A. CALL TO ORDER**

Chairman Bruggeman called the meeting of the Oroville Cemetery District to order at 5:33 p.m.

**ROLL CALL**

Present: Trustees Broderson, Bruggeman, Edwards, Herr and Wisterman  
Absent: No One  
Others: Jim Moll/Stifel Investments and Cheryl Smith/District Manager

**B. CONSENT AGENDA**

1. Approval of Minutes for the Regular Meeting on August 26, 2019.
2. Approval of Warrants: Warrants Check Nos. 20338 through 20394, in the amount of \$62,457.56

A motion was made by Trustee Herr and seconded by Trustee Edwards to approve Minutes for the Regular Meeting on August 26, 2019 and Approval of Warrants: Check Nos. 20338 through 20394, in the amount of \$62,457.56.

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

**C. PUBLIC COMMENT:**                      None.

**D. MANAGER'S REPORT, September 23, 2019:**

3. 2019-2020 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$69,176.20
Expenditures	\$264,213.62

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,069,26.45	\$21,184.29	\$1,269,026.45

Stifel Accounts July 2019

Principal	Interest
\$465,565.77	\$640,619.42

District Burials Aug 2019

Full	Ash		Infants	Disint	Total	Y-T-D	P/N F	P/N A
6	7		0	0	13	13	7	2
38%	62%						12	4

Safety/Training

This month's Safety Training will cover Safe Mowing, Spraying & Weedeating.

Request from D. Farnsworth CPA to present Fraud Prevention

David Farnsworth CPA is based in Sacramento. He would like to make a presentation to the board on Fraud Prevention. The presentation takes approximately 30 minutes.  
Manager was instructed to contact Farnsworth to decline offer.

Review of Office Specialist Salary Schedule

The current schedule range is \$1,814-2,204 or \$11.96-14.53. This position is 35 hours per week, 1820 hours per year. Current minimum wage is \$12.00, increasing to \$13 on 1/1/2020, \$14 on 1/1/2021 and \$15 on 1/1/2022.

Averages in like position at District Cemeteries, City of Oroville, Butte County and Oroville High School District range from: \$14.77 to \$22.35

Would the board like to review the current schedule at the next board meeting on October 28, 2019? Manager was directed to make necessary increases in Office Specialist salary schedule for review and action for December 16, 2019, Special Meeting.

Golden State Risk Management Authority will be holding their Annual Meeting Wednesday & Thursday, October 23, 24, 2019 at the Colusa Casino

Butte County Local Agency Formation Commission Election Results

Al McGreehan, Paradise Recreation & Park District was elected as the Non-Enterprise Member

Carols Gross wanted to file a formal complaint

On 9-16-19, Ms. Gross called to complain about the gates at the Oroville Cemetery being closed on the weekend. She was informed that the drive-in gates are opened M-F and opened on the weekend for major holidays. To protect District property the walk-in gates are closed to discourage "camping" inside the cemetery.

## **E. BUSINESS**

### **4. Review and possible action to reinvest matured CDs and Bonds held at Stifel in the Endowment Care Principal & Interest Accounts**

Jim Moll of Stifel will advise the Trustees on investment options for matured funds.

A motion was made by Trustee Herr and seconded by Trustee Edwards to approve investing the Principal Account (\$46K) in a CD with a rate of 2% maturing in 2024. *Actual rate available on 9/24/19 - 2.1%*

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

A motion was made by Trustee Wisterman and seconded by Trustee Broderson to approve the investing the Interest Account in a CD with a rate of 1.8% maturing in 2023. *Actual rate available on 9/24/19 - 2%*

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

### **5. Review and possible action to approve the proposed increase in District Fees**

Possible action to adopt the Proposed Fee Schedule on percent basis (approximately 5%). If approved the increase would be effective November 1, 2019.

Recommendation: Adopt the Proposed Fee Schedule.

A motion was made by Trustee Broderson and seconded by Trustee Edwards to approve the Proposed Fee Schedule effective November 1, 2019.

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

### **6 Review and possible action to retire fixed assets**

1 – Hustler 3400 mower purchased in 1999, \$19,731.86 (this item was traded for new mower)

2 – Hustler 3400 mowers purchased in 2002, \$40,004.25 (these items were traded for new mower)

1 – Smithco Sweepstar sweeper purchased in 2002, \$14,926.50

1 – Fridgid lowering device purchase date known, \$504.00

1 – Harbor Freight Gas Cement Mixer purchased in 2005, \$1,417.87

1 – Hustler 3700 mower purchased in 2011, \$21,609.45

Recommendation: Retire above equipment with disposition to be at the managers discretion.

A motion was made by Trustee Herr and seconded by Trustee Broderson to approve retiring the above equipment with disposition to be at the manager's discretion.

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

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

**G. ADJOURNMENT 6:25 PM**

The next regular meeting of the Oroville Cemetery District Board of Trustees will be held on, Monday, October 28, 2019 at 5:30 p.m., 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