

# Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

## Minutes for Regular Meeting

Monday, June 22, 2020 @ 5:30 p.m.

The agenda was posted on Friday, June 19, 2020

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

Chairman Bruggeman called the meeting of the Oroville Cemetery District to order at 5:31 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 May 22, 2020.

2. Approval of Warrants: Warrants Check Nos. 20768 through 20807, in the amount of \$58,962.60

A motion was made by Trustee Herr 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. 2019-2020 Budget Review (Fund No. 2250)

F-2250	FY-T-D
Revenue	\$611,293.35
Expenditures	\$778,873.91

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,109,623.77	\$16,037.46	\$1,274,730.57

Stifel Accounts May 2020

Principal	Interest
\$472,583.96	\$661,618.08

District Burials April 2020

Full	Ash		Infants	Disint	Total	Y-T-D	P/N F	P/N A
3	3		0	0	6	136	1	1
57%	42%						43	17

Safety/Training Meeting

Safety training topic this month Fire & Mowing.

SDRMA 2020 Wellness Funds Raffle Winners

We participated in SDRMA's emailing to employee telehealth materials to enter the drawing. WE WON! \$980.00, funds are to be used for wellness purchases only.

The District was randomly selected to participate in a Calpers Audit for "Contract Exclusions"

Governor's Covid-19 guidelines and implementation for our services

Discussion of new guidelines for Covid-19 – District will have mask and hand sanitizer available. Please follow the recommended guidelines: no ill persons in attendance, encouraged to wear a mask/face covering, seating allowed for household

members, maintain social distancing and we recommend keeping the service size at a maximum of 50.

**E. BUSINESS**

4. Review and possible action to approve the revised Second Amendment to the Ground Lease Agreement date 6-4-20

The lease has been modified to include the District's required changes.

2 c. Commencement Date shall be the first day of the month following the Effective Date. Item numbers 2 d, e, f (first sentence removed) and g were taken out of the Amendment, per our request.

Recommendation: Approve the Second Amendment to the Ground Lease Agreement, dated 6-4-2020

A motion was made by Trustee Herr and seconded by Trustee Wisterman to approve the revised Second Amendment to the Ground Lease Agreement dated 6-4-2020.

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

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

5. Resolution No. 2019-20/03, Appropriations Limit

Review and possible action to approve Resolution No. 2019-20/03 setting the 2020-2021 Appropriations Limit at 1,366,268.07. The per capita personal income percentage change over the prior year is 3.73% and the Population percent change for Butte County decreased 5.07%.

A motion was made by Trustee Wisterman and seconded by Trustee Broderson approve the Appropriations set for 2020-2021.

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

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

6. Review and possible action to approve the preliminary 2020-2021 Budget

The Preliminary Budget in the amount of \$804,503.00 has been prepared for discussion and review.

Trustee Herr expressed his desire to include constructing an ossuary this year, to better serve our community.

A motion was made by Trustee Herr and seconded by Trustee Edwards to approve the preliminary budget as presented.

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

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

7. Review and possible action to approve a fund transfer in the amount of \$50,000.00 after July 1, 2020

The District's Unfunded Accrued Liability for Classic members is \$44,364.00 and PEPR is \$1,206, both due on 7/31/20. There is an option to pay the liability on a monthly basis at \$3824 per month for a total of \$45,890.

Recommendation: Request a check in the amount of \$50,000.00 from the Stifel Interest to be deposited into the General Fund.

A motion was made by Trustee Broderson and seconded by Trustee Herr transfer \$50,000.00 from the District's Interest account held at Stifel for deposit into the General Fund after July 1, 2020.

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

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

**F. Recess to Closed Session 6:34 PM**

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, pursuant to Gov. Code § 94957.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Gov. Code §54957(b)(1) – District Manager

**G. Reconvene to Open Session -6:43 PM - 1. Announcement of any reportable action taken during closed session. Chairman Bruggeman announced no reportable action taken.**

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

**I. ADJOURNMENT**

The next regular meeting regular meeting of the Oroville Cemetery District Board of Trustees will be on, Monday, July 27, 2020 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