

# Oroville Cemetery District Board of Trustees

District Office, 5646 Lincoln Boulevard, Oroville, CA 95966

## Minutes for Regular Meeting

Monday, November 23, 2020 @ 5:30 p.m.

The agenda was posted on Friday, November 20, 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 October 26, 2020.
2. Approval of Warrants: Check Nos. 20986 through 21028 dated November 23, 2020 in the amount of \$56,364.42.

A motion was made by Trustee Broderson and seconded by Trustee Herr 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	\$191,370.80
Expenditures	\$325,278.90

Fund Nos. 2251, 2252 & 2255 FYTD

F-2251	F-2252	F-2255
EC – Principal	EC – Interest	Pre-Need
\$1,210,785.87	\$20,521.13	\$1,324,828.04

Stifel Accounts October 2020

Principal	Interest
\$398,750.55	\$617,430.77

District Burials September 2020

Full	Ash	Infants	Disint	Total	Y-T-D	P/N F	P/N A
11	6	0	0	17	64	8	4
63%	38%					23	25

Safety/Training Meeting

Safety training topic this month: Wet Weather, Grounds & Equipment.

LAFCO – Election Results

Bill Sharman from the Lake Oroville Area Public Utility District was elected to serve on the Commission.

Eastern Star's placement of Christmas Wreaths on Veteran's Grave

For the past nine years this group of volunteers have been placing wreaths to honor our veterans. They would like to continue this tradition, however are concerned about the District supporting this activity due to Butte County's Covid-19 status of purple.

PG&E has reviewed AT&T plans for power to the new building

PG&E has required that AT&T to go overhead instead of in the ground. AT&T will have documents for the District to sign reflecting the change.

## **E. BUSINESS**

4. Review and possible action to transfer called Stifel Principal investments to the Butte County Pooled Treasury

Two investments have been called; both are HSBC Bank USA. Each had a due date for the month of November 2025. October Statement values are \$24,795 & \$24,785. Jim Moll advises to transfer the money to the Butte County Pooled Treasury.

Recommendation: Request a check from Stifel for the called investments for deposit to the Principal Endowment Care Fund in the Butte County Treasury funds.

A motion was made by Trustee Broderson and seconded by Trustee Wisterman to approve the transfer of called notes in the Endowment Care Principal account to the Butte County Pooled Treasury.

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

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

5. Membership for the Butte County Special Districts Association

2021 membership fee is \$25.00. The Association is also requesting nominations for the board.

Recommendation: Join BCSDA.

A motion was made by Trustee Herr and seconded by Trustee Edwards to approve membership to the BCSDA.

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 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.

Recommendation: Approve using Express Employment Professionals services.

No action taken – Manager asked to check with Calpers for any potential conflict.

7. Review and possible action to accept the 2019-2020 Independent Financial Audit

The firm of Mathews, Hutton and Warren, CPAs completed the audit. No deficiencies were identified.

Recommendation: Accept the 2019-2020 Financial Audit.

A motion was made by Trustee Broderson and seconded by Trustee Wisterman to accept the 2019-20 Audit.

AYES: Trustees Broderson, Bruggeman, Edwards and Wisterman

NOES: No One ABSENT: No One ABSTAINED: Herr

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

**G. ADJOURNMENT – 6:16 pm**

The next regular meeting of the Oroville Cemetery District Board of Trustees on, Monday, December 28, 2020 at 5:30 p.m. is cancelled. A Special Meeting will be held on Monday, December 14, 2020 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