ORLAND CEMETERY DISTRICT

BOARD OF TRUSTEES - REGULAR MEETING MINUTES

October 13, 2026 | 9:00 A.M.

A regular meeting of the governing Board of the Orland Cemetery District (OCD) was held at the Orland Cemetery District Office, 3900 County Road P, Orland, California 95963, at 9:00 a.m.

Public notices were posted by the Secretary of the Board on October 8, 2026, at the OCD Office and on the District website.

1. CALL TO ORDER AND ROLL CALL:

Chair Rick Beale called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited.

Trustees Present

Rick Beale, Chair
Kevin Donnelley, Vice-Chair
Dottie Tefelski, Trustee Veteran Liaison

Additional Participants

Staci Buttermore, District Manager/Secretary of the Board

Public Present

No public guests were present for this meeting.

2. PUBLIC COMMENT:

No specific public comments were documented on the agenda copy used to prepare these minutes.

3. CONSENT CALENDAR:

A. Approval of August 2026 Monthly Financial Expenditures/Claims Reports

B. Approval of September 8, 2026, Board Meeting Minutes

C. Next regular meeting: Tuesday, November 10, 2026, at 9:00 a.m., Orland Cemetery District Office, 3900 County Road P, Orland, CA 95963.

Motion: Approve the October 13, 2026, consent calendar as presented.

Moved by	Seconded by	Vote	Result
Tefelski	Beale	Beale, Donnelley & Tefelski - Yes	PASSED UNANIMOUSLY

4. INFORMATION ITEMS:

A. Manager's Monthly Report (September 2026)

District Manager Staci Buttermore presented the September 2026 report.

Safety: No safety incidents occurred during September 2026.

Credit/Debit Card Payment Services: A letter was sent to Humberto Medina regarding the District's request to establish a merchant account to accept debit and credit card payments.

Training and Events: No scheduled training or events were attended during September 2026.

Interments: Eight (8) interments were performed, consisting of four (4) full burials and four (4) cremation burials.

- Maria Martins – 09/02/2026 – Catholic Cemetery
- Dorothy Lohse – 09/08/2026 – IOOF Cemetery
- Montie Woodruff – 09/11/2026 – IOOF Cemetery
- Ida Haldorson – 09/12/2026 – Masonic Cemetery.
- Vader Burt – 09/15/2026 – IOOF Cemetery
- Gerald Erickson – 09/23/2026 – IOOF Cemetery
- Burns Smock – 09/24/2026 – Masonic Cemetery
- Antonia Santos – 09/25/2026 – Catholic Cemetery.

B. Grounds Foreman Report (September 2026)

The Grounds Foreman report was submitted with the agenda and recapped monument/headstone activity and general grounds crew operations during September 2026.

5. NEW BUSINESS:

A. Injury/Illness Prevention Plan - Discussion/Review/Action

The Board reviewed and discussed the District's Injury/Illness Prevention Plan.

B. Emergency Action Plan (Annual Review) - Discussion/Review/Action

The Board reviewed and discussed the District's Emergency Action Plan.

C. Workplace Violence Prevention Plan (Annual Review) - Discussion/Review/Action

The Board reviewed and discussed the District's Workplace Violence Prevention Plan.

D. Return to Work Plan (Annual Review) - Discussion/Review/Action

The Board reviewed and discussed the District's Return to Work Plan.

E. Purchasing and Contracting Policy (Annual Review) - Discussion/Review/Action

The Board reviewed and discussed the District's Purchasing and Contracting Policy.

Motion: Approve New Business Items A–E as presented.

Moved by	Seconded by	Vote	Result
Tefelski	Beale	Beale, Donnelley & Tefelski - Yes	PASSED UNANIMOUSLY

6. OLD BUSINESS:

A. Participation in U.S. Army Donation Program - Update

A letter requesting participation was submitted to the Glenn County Board of Supervisors on May 14, 2026. The District received Resolution No. 2026-053 and emailed its application to U.S. Army TACOM on August 4, 2026. No updated information has been received regarding the application.

B. Glenn County Indigent Burial - Tentative Update

The Board received a tentative update regarding the ongoing Glenn County indigent burial matter.

C. Orland Cemetery District Audit 2023–2024 - Discussion/Update

The Board discussed the status of the District's 2023–2024 audit and received an update regarding the ongoing audit process.

D. Credit/Debit Card Payment Services

The District Manager reported that Humberto Medina is working on securing this service for the District.

7. CLOSED SESSION:

The Board entered closed session at 10:05 a.m. to confer with the District Manager regarding a public employee evaluation/performance matter pursuant to Government Code § 54957.

8. RETURN TO OPEN SESSION:

The Board returned to open session at 10:37 a.m. It was reported that an employee review was discussed and a $1.00 pay increase was approved for employee Bryan Enos. There was no further action.

9. TRUSTEE AND DISTRICT MANAGER COMMENTS:

A. Trustee Comments and Event/Function Report Out

Trustees were provided an opportunity to comment on District events, report on meetings and functions attended, and suggest items for future Board consideration. No specific Trustee comments were made.

B. District Manager Comments and Event/Function Report Out

The District Manager was provided an opportunity to report on District events and functions. No specific comments were made.

10. UPCOMING CONFERENCES AND TRAINING:

A. Golden State Risk Management Authority 20th Annual Training Conference - October 21–23, 2026.

11. ADJOURNMENT:

Chair Rick Beale adjourned the meeting at 11:00 a.m.

Respectfully submitted by:

Staci K. Buttermore

Staci K. Buttermore, Board Secretary

Approved: November 10, 2026