

ORLAND CEMETERY DISTRICT

September 10, 2024

9:00 A.M.

I.O.O.F Cemetery

District Office / 3900 County Road "P" Orland, California 95963

AGENDA

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of a least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.

1. Call to order:

2. Pledge of Allegiance:

3. Roll call:

4. Public comment on any agenda item – Open or Closed:

The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.

5. Consent Calendar:

A. Approval of June 2024 & July 2024 Monthly Expenditures/Claims:

B. Approval of July 30, 2024, Special Board Meeting Minutes:

6. Information Items:

A. Managers Monthly Report: (July & August)

1. Incidents/Safety Report: August 5th safety meeting – Active Shooter Response

2. Correspondence:

- 2nd Request from Mike Criss – Bench & Tree.
- Received Golden State Risk Management board member reimbursement.

3. Grounds & Maintenance Report: Discussion - 2004 Ford F250.

4. Monuments/Headstones: (4) 2x4 - (1) 2x8 - (1) Glue on

5. Old Business Updates:

6. Sales, Burials and Deposits July/August: (10) Full Burials (0) Disinterment and (10) Cremation Burials. (1) Glue On's, (0) Niche, (2) Grave with Pre-Needs, (3) New Contract #, (9) Grave Sales, (4) Pre-Needs Sale, (0) Gazebo Rental and (11) Contract payments.

7. New Business/Future Agenda Items:

- A. Orland Cemetery District 06/30/2022 Audit: Review by Kalah Horton from Horton McNulty and Saeteurn, LLP.
- B. Approval of the Orland Cemetery District "Conflict of Interest Code":
- C. Approval of Engagement Letter from BBK Brian Hughes: Reclaiming Graves, etc.
- D. Approval/Discussion: Purchase of New 2024 Grasshopper:
- E. Orland Cemetery District Office Assistant Position: Closing September 20, 2024.
- F. Orland Cemetery District Job Description Review: Head Groundskeeper vs Grounds Foreman.
- G. Orland Cemetery District Job Description Review/Organization Chart:

8. Old Business:

- A. Ossuary Beautification Project Update:
- B. PCA Annual Meeting – August 1-2,2024 – Grass Valley: Review
- C. CAPC – Annual Education Seminar – Friday, October 11, 2024: Chair Rick Beale was awarded a scholarship for this seminar.

9. Close session:

- A. Employee Appointment (*Gov. Code § 54957*) (Head Groundskeeper/Grounds Foreman).

10. Return to open session:

- A. Employee action resolution.

11. Trustee Discussion and Comments:

12. Adjournment:

This Agenda was posted this 5th day of September 2024 by Staci K. Buttermore, Interim District Manager.

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