

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

June 11, 2024

I.O.O.F Cemetery

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

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

**Members Roll Call:** Members present, Chair Rick Beale, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. There were no members of the public present.

Chair Rick Beale made a motion to excuse the absence of Trustee Kevin Donnelley for Family Vacation, Trustee Dottie Tefelski seconded the motion. A voice vote was held, all were in favor, the motion **Passed Unanimously**.

### **CONSENT CALENDAR:**

**A. Approval of the May 14, 2024, Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the May 14, 2024, Board Meeting Minutes as presented, Trustee Rick Beale seconded the motion. A vote was 2-0 in favor, the motion **PASSED unanimously**.

**B. Approval of May 2024 Monthly Expenditures/Claims:** Tabled. The district had not received the Department of Finance monthly financial statements.

**C. Approval of March 2024 Monthly Expenditures/Claims/Sales:**

Trustee Dottie Tefelski made a motion to approve the March 2024 Monthly Expenditures/Claims as presented, Trustee Rick Beale seconded the motion. A vote was 2-0 in favor, the motion **PASSED unanimously**.

### **INFORMATION ITEMS:**

**A. Managers Monthly Report:**

1. Incidents/Safety Report: None.
2. Correspondence: Criss Family Bench / Tree Request. Manager Steve Thomas presented the family's request. The Trustees directed the Manager to create a map of trees needed, tree types and placement location of these trees. This map will be available for residents to see the donation tree needs of the District. Anyone interested in donating a tree can choose what is available from the map. The Trustee's denied the bench request.

**INFORMATION ITEMS:** (Continued from previous page)

3. **Ground Improvement Projects & Maintenance Report:**  
Monuments placed: (2) 2x4, (0) 2x8, (0) Re-pour, (0) Veteran Plaque placed, (0) headstones placed, (1) Glue on Plaques.
4. **Major Purchases:** There we no major purchases for the Month of June 2024.
5. **Old Business Update:** The disinterment of Gilberto Casillas-Flores was completed on June 5, 2024. The District Manager will be reviewing the District's disinterment policy to determine if an update is needed.

**NEW BUSINESS/FUTURE AGENDA ITEMS:**

**A. Review Preliminary Budget for 2024-2025:**

Staff prepared a comprehensive budget that outlines a strategic financial plan for the Orland Cemetery District. The proposed budget aims to ensure the effective allocation and management of resources, enabling the District to achieve its goals and objectives while maintaining fiscal responsibility. Staff presented and reviewed proposed increases and decreases to the Orland Cemetery District preliminary budget for 2024/2025. Staff explained that due to the cost of inflation many of the Service & Supplies line items needed to be increased (Insurance/Utilities/Fuel). Staff also expressed that at this time price increases for the District services are not proposed. The proposed budget increased by 9.68% from the 2023-2024 budget. Trustee Dottie Tefelski made a motion to approve the Preliminary Budget for 2024-2025 as presented and reviewed, with final approval scheduled for July 9, 2024, District Board Meeting, Trustee Rick Beale seconded the motion. A vote was 2-0 in favor, the motion **PASSED unanimously.**

**B. Proposed Clothing Allowance/Per Diem's for Employees:**

Tabled. The District will continue to provide work shirts for employees.

**OLD BUSINESS:**

**A. Memorial Day: Review/Discussion for 2025 Program:**

The Orland Cemetery District will be the coordinator for the 2025 Memorial Day Program. Trustee Dottie Tefelski and Office Manager Staci Buttermore will be the key organizers for the 2025 program.

**B. Discussion Orland Cemetery District 06/30/2022 Audit Update/Discussion:**

Office Manager Staci Buttermore stated that the audit process for the year ending June 30, 2022, is complete and in final review. The final report is expected to be available at the July 9, 2024, board meeting.

**C. Ossuary Beautification Project Update/Discussion:**

District Manager Steve Thomas gave a tour of the ossuary beautification project. Trees and shrubbery have been planted. Steve will be working on the decorative cross and cleaning the rock wall.

**CLOSE SESSION:**

No session was held.

**RETURN TO OPEN SESSION:**

No session was held.

**TRUSTEE DISCUSSION AND COMMENTS:**

Trustee Rick Beale stated that he had been re-elected to G.S.R.M.A. Board of Directors.

**OFFICE MANAGER REPORT:**

- A. The Office Manager's Monthly Report was included in the agenda packed.
- B. Sales, Burials and Deposits May 2024 Burials. (2) Full Burials and (4) Cremation Burials. (1) Glue On's, (0) Niche, (2) Grave with Pre-Needs, (0) New Contract (0) Grave Sales, (1) Gazebo Rental and (7) Contract payments.
- C. Correspondence: The District has received their RMAP Award for 2023-2024 in the amount of \$1,579.55.

**ADJOURNMENT:** Chair Rick Beale adjourned the meeting at 11:45 a.m.

Respectfully submitted by: \_\_\_\_\_  
*Staci K. Buttermore, Board Secretary*