

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

November 14, 2023

I.O.O.F Cemetery District Office
3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:03 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

Members Roll Call: Members present, Chairperson Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. Steve Woods from Golden State Risk Management was Public member present.

INFORMATION ITEMS:

A. Managers Monthly Report:

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** October 2023: (2) Full Burials and (1) Cremation Burials.
2. **Incidents/Safety Report:** None for the month of October 2023.
3. **Correspondence:** None for the month of October 2023.
4. **Grounds & Maintenance Report:** Manager Steve Thomas reported that the monument staging area concrete pad has been completed. NorCal Pumping completed a septic cleaning and inspection. Inspection did not reveal any areas of concern.
5. **Old Business Updates:** The power poles for Graves parking lot have been acquired. Grounds crew will place the poles at a later date.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Steve Woods, G.S.R.M.A. – RMAP Program:

Steve Woods reported to the Orland Cemetery District Trustee's the GSRMA's Annual Report. He also reviewed GSRMA training programs and reviewed the District's loss report.

B. Electing Workers Compensation Coverage for Unpaid Volunteers Resolution No. 2023-14-01:

Steve Woods reported that the Orland Cemetery District did not have an Unpaid Volunteer Resolution. He explained that to receive this coverage the District would have to make a resolution and he stated that there would be no additional fees for the District. A motion was made by Kevin Donnelley to approve Resolution No. 2023-14-01 – Electing Workers Compensation Coverage for Unpaid Volunteers, motion was seconded by Dottie Tefelski. The vote was held 3-0 in favor, the motion **PASSED unanimously**.

NEW BUSINESS/FUTURE AGENDA ITEMS: (Continued from previous page):

C. Ruiz Memorial Bench Proposal:

Manager Steve Thomas presented the Memorial Bench Proposal submitted by Bertha Ruiz. A discussion was held in regard to the scope of this request. The Trustees had concerns that placing memorial benches in grave (plot) areas would impact the solemnity and visual coherence of the designated burial plots. The Trustees recognized the significance of memorial benches and acknowledged their value in providing a space for reflection and remembrance. The Trustees felt that the District would continue to review future submittals and adhere to District policy. A motion was made by Kevin Donnelley to deny the Ruiz Memorial Bench proposal based on the placement of the proposed benches; memorial benches need to be approved for placement in "non-plot" areas, motion was seconded by Dottie Tefelski. The vote was held 3-0 in favor, the motion **PASSED unanimously.**

OLD BUSINESS:

A. Orland Cemetery District Indigent Burial Program Update:

Chairman Beale reported that this has been placed back onto the Board of Supervisors agenda and will be discussed on November 7, 2023. Staff will continue to prepare beautification plans to present to the Trustees at a later date.

B. Orland Cemetery District 06/30/2022 & 06/30/2023 Audit Update/Discussion:

Office Manager Staci Buttermore reported that the 06/30/2022 is scheduled to begin in January 2024.

C. New Masonic Building Proposal: Discussion.

Manager Steve Thomas stated that this is still an ongoing project and there was nothing new to report for this month.

D. Graves Cemetery Expansion:

Trustee Kevin Donnelley reported that he is still working on a possible land donation to the Orland Cemetery District and will work with Staff in preparing a proposal.

E. Wreaths Across America: Planning for December 16, 2023, Ceremony.

Trustee Dottie Tefelski reported that plans for the December 16, 2023, Ceremony are progressing. Staff will order the garden carts and have them ready for placing the wreaths. Wreath sales will continue until November 26, 2023.

CONSENT CALENDAR:

A. Approval of the October 10, 2023, Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve the October 10, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously.**

CONSENT CALENDAR: (Continued from previous page)

B. Approval of September 2023 Monthly/Expenditures/Claims:

Office Manager Staci Buttermore reported that Glenn County's Department of Finance did not deliver the District's financial reports until November 9, 2023, and have not yet been reconciled. Office Manager recommended this item be tabled and placed on the December 12, 2023, Board Meeting. This item was tabled **unanimously**.

CLOSED SESSION:

Meeting was adjourned to closed session.

A. Employee Evaluation Review:

RETURN TO OPEN SESSION:

Chairperson Rick Beale returned the meeting to open session.

A. Employee Evaluation Review:

Trustees reviewed the employee evaluation review. The Trustees did approve a performance raise for Theron Martin based on his respective merit and performance review.

TRUSTEE DISCUSSION AND COMMENTS:

None.

STAFF REPORTS:

A. Office Manager:

Office Manager reported that she had attended the Clerk's Conference that was held in Monterey the week of November 6, 2023. She stated that this conference was formative, and she obtained valuable training and information regarding Special Districts.

ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 10:58 a.m.

Respectfully submitted by: 
Staci Buttermore, Office Manager

Approved by the Board of Trustees on: December 12, 2023