ORLAND CEMETERY DISTRICT

BOARD OF TRUSTEES | REGULAR MEETING MINUTES

September 8, 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 September 5, 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 9:00 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
Chris Ollenberger, Grounds Foreman

Public Present

None present.

2. PUBLIC COMMENT:

None.

3. CONSENT CALENDAR:

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

B. Approval of July 2026 Monthly Financial Expenditures/Claims Reports

C. Approval of August 11, 2026, Board Meeting Minutes

D. Next regular meeting: Tuesday, October 13, 2026, at 9:00 a.m., Orland Cemetery District Office, 3900 County Road P, Orland, CA 95963.

Motion: Approve the September 8, 2026, consent calendar as presented.
Moved: Donnelley **Seconded:** Tefelski
Vote: Beale, Donnelley & Tefelski - Yes **Result:** PASSED UNANIMOUSLY

4. INFORMATION ITEMS:

A. Manager's Monthly Report (August 2026)

District Manager Staci Buttermore reviewed the August 2026 Manager's Report. The report included vandalism involving a valve box at Graves Cemetery; correspondence regarding the District's letter of intent to participate in the 2026–2027 Golden State Risk Management Authority RMAP Program; upcoming attendance at the September 21, 2026, Public Cemetery Alliance meeting in Manteca; and RMAP training attended by the District Manager and Administrative Assistant on August 26, 2026.

The August burial report reflected six full burials and two cremation burials. The Board also reviewed the District's August sales, burial, deposit, pre-need, grave-sale, monument, and contract-payment activity.

B. Grounds Foreman Report (August 2026)

Grounds Foreman Chris Ollenberger provided a recap of monument/headstone activity and general grounds crew operations for the month of August 2026.

5. NEW BUSINESS

A. Winter Storm & Flood Preparedness Strategic Plan - Discussion/Review/Action

The Board reviewed and discussed the District's Winter Storm & Flood Preparedness Strategic Plan. The plan addresses operational readiness and measures intended to protect cemetery grounds, facilities, records, equipment, and staff during periods of severe winter weather and potential flooding.

B. 2026 Conflict of Interest Code, Resolution No. 2026-09-08 - Discussion/Review/Action

The Board reviewed the District's 2026 Conflict of Interest Code and proposed Resolution No. 2026-09-08. The update was considered pursuant to the Political Reform Act of 1974 and the District's required biennial review of its Conflict-of-Interest Code.

Motion: Approve Resolution No. 2026-09-08 and the District's 2026 Conflict of Interest Code.

Moved: Tefelski **Seconded:** Donnelley

Vote: Beale, Donnelley & Tefelski - Yes **Result:** PASSED UNANIMOUSLY

C. GSRMA Annual Conference, October 21–23, 2026, Rolling Hills Casino - Registration

The Board reviewed registration information for the Golden State Risk Management Authority Annual Training Conference scheduled for October 21–23, 2026, at Rolling Hills Casino.

D. GSRMA Thrive Award - Discussion

The Board discussed the District's recognition through GSRMA's Thrive Award and the reclaimed-graves project associated with the award. The recognition highlights the District's efforts in safety, risk prevention, organizational resilience, and innovative use of cemetery resources.

E. Credit/Debit Card Payment Services

The Board discussed options for providing credit and debit card payment services to District residents and families. The discussion focused on improving payment convenience and correspondence with Glenn County Department of Finance requesting assistance with establishing this service.

F. Reclaimed Grave Pricing - Historic Cemetery Sections - Discussion/Review/Action

The Board discussed establishing an adjusted sales price for reclaimed graves anticipated to become available beginning in April 2027. These graves are located within older, established sections of the District's cemeteries, and the Board considered a modest price adjustment based on their historic location and unique setting.

Proposed pricing: $1,200.00 for a resident grave and $1,500.00 for a non-resident grave.

Motion: Approve reclaimed grave pricing at $1,200.00 for residents and $1,500.00 for non-residents.

Moved: Donnelley **Seconded:** Tefelski

Vote: Beale, Donnelley & Tefelski - Yes **Result:** PASSED UNANIMOUSLY

6. OLD BUSINESS:

A. Orland Cemetery District Fiscal Year 2025–2026 Financial Recap

The Board reviewed the District's Fiscal Year 2025–2026 Financial Recap, including year-end financial activity and the District's financial performance for the completed fiscal year.

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

The District Manager provided an update regarding the District's application to participate in the U.S. Army Donation Program.

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

C. Glenn County Indigent Burial - Tentative Update

There was no update regarding the ongoing Glenn County indigent burial matter.

D. 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.

7. CLOSED SESSION:

The Board entered closed session at 11:10 a.m. to confer with the District Manager regarding a public employee discipline/performance matter pursuant to Government Code §54957.

8. RETURN TO OPEN SESSION:

The Board returned to open session at 11:30 a.m. No further action was reported.

9. TRUSTEE AND DISTRICT MANAGER COMMENTS:

A. Trustee Comments and Event/Function Report Out

Trustees were provided with 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 offered.

B. District Manager Comments and Event/Function Report Out

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

10. UPCOMING CONFERENCES AND TRAINING

A. Public Cemetery Alliance In-Person Meeting - September 21, 2026 - Manteca, CA

B. 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, Board Secretary

Approved: October 13, 2026