

ORLAND CEMETERY DISTRICT

December 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 at 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 October 2024 Monthly Financial Expenditures/Claims Reports:

B. Approval of November 12, 2024, Board Meeting Minutes:

6. **Information Items:**

A. Managers Monthly Report: (November 2024)

1. Incidents/Safety Report: Storm Report (week of November 18 – 22, 2024)

2. Correspondence: None.

3. Sales, Burials and Deposits September: (4) Full Burials (1) Disinterment and (5) Cremation Burials. (0) Glue On's, (0) Niche, (0) Grave with Pre-Needs, (0) New Contract #, (0) Grave Sales, (0) Pre-Needs Sale, (1) Gazebo Rental and (4) Contract payments.

6. Information Items: (Continued from previous page)

B. Grounds Foreman Report (November 2024)

1. Grounds & Maintenance Report:

- a. Monuments/Headstones: (3)- 2x4, (1) – 2x8, (0) - Glue On, (1)- 2x2
- b. Tree Placement: (3) Trees planted.
- c. Workshop Renovation Project:
- d. Ossuary Beautification Project Update:
- e. Training: PCA Galt Arno Training Day – December 6, 2024 – 9:00 a.m. – 2:30 p.m.
- f. Winter Projects Update:

7. New Business/Future Agenda Items:

A. Orland Cemetery District December Office Closures:

- December 23, 2024 – Office Closed at 12:00 p.m.
- December 24, 2024 – Christmas Eve Holiday.
- December 25, 2024 – Christmas.
- December 31, 2024 – New Year’s Eve.

B. Orland Cemetery District – “Liability Waiver and Release Agreement” – Review/Amend/Approve

C. Orland Cemetery District Fee Increases - “Resident & Non-Resident Fee Schedule” - Review/Amend/Approve

D. Unused Headstone – Lucy Vaz.

8. Old Business:

A. Wreaths Across America: Planning for December 14, 2024.

B. Orland Cemetery District – Rules & Regulations – Review/Amend.

C. Orland Cemetery District – Updated (2024) Organization Chart – Review/Amend/Approve

D. Orland Cemetery District – Updated (2024) Job Descriptions – Review/Amend/Approve

E. Orland Cemetery District – Updated (2024) Code of Conduct – Review/Amend/Approve

F. Orland Cemetery District – Updated (2024) Disciplinary Procedures – Review/Amend/Approve

9. Close session:

A. Employee Review (Gov. Code § 54957).

10. Return to open session:

A. Employee action.

11. Trustee Discussion and Comments:

12. Upcoming Conferences/Training:

- A. California Association of Public Cemeteries Annual Conference – March 13-15, 2025 – Seaside, CA. – Staff will be receiving Golden State Risk Management Authority’s Loss Prevention Subsidy Fund for this conference.

13. Adjournment:

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

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