**ORLAND CEMETERY DISTRICT**

Board of Trustees Meeting Minutes

March 14, 2023

**9:00** A.M.

I.O.O.F Cemetery

District Office / 3900 County Road “P” Orland, California 95963

The meeting was called to order at 9:12 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 Administrative Assistant Staci Buttermore.

There were no Public members present.

**Consent Calendar:**

1. **Approval of the February 14, 2023, Board Meeting Minutes:** Trustee Kevin Donnelley made a motion to approve the February 14, 2023, Board Meeting Minutes as presented; Trustee Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.
2. **Approval of January 2023 Monthly Expenditures/Claims:** Trustee Dottie Tefelski made a motion to approve the January 2023 Monthly Expenditures/Claims Financial Report as presented, Trustee Kevin Donnelley seconded motion. A vote was held, and the motion **PASSED unanimously**.

**Information Items:**

1. **Managers Monthly Report:**

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** 2022 Burial Totals: 58 Full Burials & 47 Cremation Burials.
2. **Incidents/Safety Report:** Staff worked on the removal of (7) dead trees and removed (4) with hanging limbs.
3. **Correspondence:** None received.
4. **Grounds & Maintenance Report:** Chairman Beale complimented staff on how well the cemetery grounds were looking.

**New Business/Future Agenda Items:**

1. **RESOLUTION 2023-03-14 Appropriations Limit for Fiscal Year 2022-2023:** Trustee Dottie Tefelski made a motion to approve Resolution 2023-03-14 Appropriations Limit for Fiscal Year 2022-2023 as presented, Trustee Kevin Donnelley seconded motion. A roll call vote was held; Donnelley-Aye, Tefelski-Aye, Beale-Aye the motion **PASSED unanimously.**

 **New Business/Future Agenda Items:** (Continued from previous page)

1. **Re-Appointment of Trustee Donnelley and Recognition of Appreciation of Service:** Trustee Kevin Donnelley was reappointed by the Glenn County Board of Supervisors on January 10, 2023. His term is for 4-years expiring on January 4, 2027. Chairman Beale thanked Trustee Donnelley for his continued service to the Orland Cemetery District.
2. **FORM 700 Renewals:** Were distributed to the District Trustee’s for completion. Staff will forward

 the completed forms to the California Fair Political Practices Commission.

1. **RESOLUTION 2023-03-14-1 A Resolution Authorizing Transfer of Funds:** Manager Steve Thomas recommended a transfer of funds: 03250 Rents & Leases budget be increased from $1,000.00 to $2,000.00; 03220 Office Expenses budget be increased from $2000.00 to $3,000.00; and 03150 Insurance be increased from $8,000.00 to $9,000.00. These additional increases will be subtracted from the Orland Cemetery District’s 09900 Contingency Fund. Trustee Kevin Donnelley made a motion to approve Resolution 2023-03-14-1 A Resolution Authorizing Transfer of Funds as presented; Trustee Dottie Tefelski seconded motion. A roll call vote was held; Donnelley-Aye, Tefelski-Aye, Beale-Aye the motion **PASSED unanimously.**
2. **Consideration of Notice of Intent to Withdrawal for coverage by Golden State Risk Management Authority for Fiscal Year 2024-2025:** Trustee Dottie Tefelski made a motion to submit a letter to Golden State Risk Management with the District’s intent to withdrawal for coverage for the Fiscal Year 2024-2025, Trustee Kevin Donnelley seconded motion. A vote was held, and the motion **PASSED unanimously.**
3. **Orland Cemetery District – Discussion to increase the interment per plot policy. (OCD Policy, Section D-Interment, Item 6B):** Manager Steve Thomas proposed increasing the number of interments that could be placed in a full-size burial plot. Currently, the District’s policy is: Up to four (4) burials may be placed in a full-size burial plot in any combination of: one (1) full casket burial and three (3) cremated remains or four cremated remains. Manager Steve Thomas presented the following policy change: Burials may be placed in a full-size burial plot in any combination of: \* One (1) full casket burial \* One (1) full casket burial and five (5) cremated remains \* Six (6) cremated remains. The manager explained this would help extend the longevity of the District cemeteries and give residents in the District additional options for interments. Trustee Kevin Donnelley made a motion to approve the Manager’s proposal to increase the number of interments allowed in a full-size burial plot from 4 to 6; Trustee Dottie Tefelski seconded motion. A roll call vote was held; Donnelley-Aye, Tefelski-Aye, Beale-Aye the motion **PASSED unanimously.**
4. **Orland Cemetery District – Discussion regarding Resident & Non-Resident verification process:**

District Staff discussed that there is a need for Resident verification for individuals purchasing interments. In the past 6 months Staff has had two incidents with individuals purchasing burial services with the district. Both stated that they were district residents and after burials were performed staff realized that they were not. Staff presented the following policy proposal: F. Interment in the Orland Cemetery District: Item 4: Proof of District Residency, individuals seeking to purchase interment services need to provide (2) different documents proving residency in the

**New Business/Future Agenda Items:** (Continued from previous page)

Orland Cemetery District. The documents must include your first and last name and mailing address. Examples of documents excepted include Mortgage Bill, Utility Bill, California Driver’s License or ID Card, Cell phone bill, Vehicle registration, Bank Statement, Property Tax Billing or U.S. Passport. Trustee Dottie Tefelski made a motion to approve the proposed Resident and Non-

Resident policy as presented, Trustee Kevin Donnelley seconded motion. A roll call vote was held; Donnelley-Aye, Tefelski-Aye, Beale-Aye the motion **PASSED unanimously.**

1. **Orland Cemetery District: Summer Hours for Groundskeepers:** Manager Steve Thomas reported per Orland Cemetery District Policy; During a heat wave or heat spike, the work day will be cut short, will be rescheduled (example conducted at night or during cooler hours) or if, at all cease for the day. Manager Thomas stated that during a heat wave the groundskeepers will have their hours changed to an earlier start time.

**Old Business:**

1. **Graves Cemetery Well Building Update:**

Manager Steve Thomas reported that Lely’s has stated that the District is next on their list for service but due to weather conditions an exact date could not be provided.

1. **Glenn County Indigent Burial Program – Discussion Regarding Policy Development:**

Staff presented to the Trustee’s a letter of recommendation that has been prepared for the Glenn County Board of Supervisors in regard to the Glenn County Indigent Burial Program. The District Trustee’s will review this letter and present recommendations at the next scheduled board meeting, which is scheduled for April 11, 2023.

1. **Barceloux-Tibessart Foundation 2023 Grant Planning:**

Trustee Dottie Tefelski presented the following ideas for this year’s grant application: Rose bushes for Flagpole Monument and monuments for Veterans that have temporary markers.

1. **Golden State Risk Management Authority – Risk Management Accreditation Program:**

Administrative Assistant Staci Buttermore informed the Trustee’s that the completed application for the GSRMA Risk Management Accreditation Program has been submitted.

1. **Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:**

Administrative Assistant Staci Buttermore stated that all the documents that were needed for the Audit have been provided to HMS-CPA’s - Kalah Horton. CPA Kalah Horton reported that it is their goal to have the 2020-2021 and 2021-2022 audit completed by June 30, 2023.

**Close session:**

1. None scheduled for this meeting.

**Return to open session:**

1. None schedule for this meeting.

**Trustee Discussion and Comments:**

There were no additional comments provided by the Trustee’s.

**Staff Reports:**

1. **CAPC Annual Conference:** March 23-25, 2023
2. **PCA Meeting (In Person):** March 23, 2023 – Seaside, CA.

**Adjournment:**

Chairperson Rick Beale adjourned the meeting at 10:42 a.m.

Respectfully submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Steve Thomas, Manager

Approved by the Board of Trustees on: April 11, 2023