

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

April 9, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:08 a.m. by Chair Rick Beale followed by the Pledge of Allegiance.

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

INFORMATION ITEMS:

A. Managers Monthly Report:

1. Major Purchases: There we no major purchases for the Month of April 2024.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report:
 - Monuments placed: (6) 2x4, (3) 2x8, (1) Re-pour, (1) Veteran Plaque placed, (9) headstones placed.

CONSENT CALENDAR:

A. Approval of the March 12, 2024, Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve the March 12, 2024, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

B. Approval of March 2024 Monthly Expenditures/Claims/Sales:

This item was tabled due to the monthly financial reports not being ready from the Glenn County Department of Finance.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Orland Cemetery District Inclement Weather and Emergency Closing Policy:

Trustee Dottie Tefelski made a motion to adopt the "Orland Cemetery District Inclement Weather and Emergency Closing Policy" as presented, Trustee Kevin Donnelley seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously**.

NEW BUSINESS/FUTURE AGENDA ITEMS:

B. Orland Cemetery District Legislative Action Policy:

Trustee Kevin Donnelley made a motion to adopt the "Orland Cemetery District Legislative Action Policy" as presented, Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously.**

C. Memorial Day Planning: May 27, 2024

Trustee Dottie Tefelski has reached out to Glenn County's Veteran's group to see if there was anyone available to conduct a Memorial Day event honoring our Veterans that are interred in our Cemeteries. At this time, no one has responded. Office Manager Staci Buttermore is working with Chico State Master Program Students, and they would like to help with this project. Staci will coordinate with Dottie and the students to see if a program can be presented for this year.

D. Preliminary 2024/2025 Budget Discussion:

There was a brief discussion on misc. projects:

- Masonic Fencing
- Trash Receptacles for all the Cemeteries.

E. Foster and Foster Consulting Actuaries, Inc. – GASB-68 Report/Future Proposals:

Office Manager Staci Buttermore reported that the GASB-68 Reports for 2021-2022 and 2022-2023 have been completed. These were items that were needed for our Audit and are required to complete each year. The cost for these (2) reports totaled \$3,100.00. The report for 2023-2024 has been quoted for \$1,700.00.

OLD BUSINESS:

A. Ossuary Beautification Project Discussion/Planning:

The District Manager is working on a proposal to present to the board at their May meeting. Plans are being made to rent a stump grinder to remove the stumps by the project and throughout the IOOF Cemetery.

B. Orland Cemetery District Hours of Operation Policy: Discussion/Adopt

The establishment of this policy is aimed at safeguarding the District employees from the potential risk associated with working in extreme heat. This policy also helps protect the public attending funerals within our District.

- Summer Hours: June 1st – August 31st – 5:30 a.m. – 2:00 p.m. – Groundskeepers
- Winter Hours: September 1st – April 30th – 7:00 a.m. – 3:30 p.m. Groundskeepers.
- Office Hours Yearly: 7:00 a.m. – 3:30 p.m.

OLD BUSINESS: (Continued from previous page)

B. Orland Cemetery District Hours of Operation Policy: Discussion/Adopt

Trustee Kevin Donnelley made a motion to adopt the "Orland Cemetery District Hours of Operation Policy" as presented, Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously.**

C. Barceloux-Tibessart Foundation 2023 Grant Utilization Report:

The Grant Utilization Report has been completed and will be submitted to the Barceloux-Tibessart Foundation.

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

Office Manager Staci Buttermore stated that the audit process for year ending 06/30/2022 is close to being completed.

CLOSE SESSION:

No session was held.

RETURN TO OPEN SESSION:

No session was held.

TRUSTEE DISCUSSION AND COMMENTS:

Trustee Dottie Tefelski expressed that the proposed fencing project for the Masonic Cemetery will be aesthetically appealing and create a barrier between the Cemetery and Doc Bogart's property.

Chairperson Rick Beale would like staff to set up a meeting with Sandra Wheeler with Stifel Investment Services.

OFFICE MANAGER REPORT:

- A.** The Office Manager's Monthly Report was included in the agenda packed.
- B.** Sales, Burials and Deposits March 2024 Burials. (2) Full Burials and (4) Cremation Burials. (3) Glue On's, (1) Niche, (1) Grave with Pre-Needs, (1) New Contract #2930, (4) Grave Sales, and (5) Contract payments.
- C.** CAPC Annual Conference: March 14 -17, 2024. The Office Manager stated that the conference was informational, and she has many new projects to work on for the District.

ADJOURNMENT: Chair Rick Beale adjourned the meeting at 10:30 a.m.

Respectfully submitted by:


Staci K. Buttermore, Board Secretary

Approved by the Board of Trustees on: *May 14, 2024*