

ORLAND CEMETERY DISTRICT
Board of Trustee Board Meeting Minutes
July 14, 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, located at 3900 County Road "P", Orland, California 95963 at 9:00 a.m.

Public Notices were posted by the Secretary of the Board on **Tuesday, July 7, 2026**, at the following locations:

1. OCD Office – 3900 County Road "P", Orland, CA 95963.
2. The OCD website – <http://orlandcemeterydistrict.com>.

CALL TO ORDER & ROLL CALL:

Chair Rick Beale called the meeting to order at 9:10 a.m., those in attendance were as follows:

Trustees present:

Rick Beale, Chair
Kevin Donnelley, Vice-Char
Dottie Tefelski, Trustee Veteran Liaison

Additional participants:

Staci Buttermore, District Manager/Secretary of the Board

Public present:

There were no guests present.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR:

- A. Approval of May 2026 Monthly Financial Expenditures/Claims Reports:
- B. Approval of June 9, 2026, Board Meeting Minutes:
- C. Next regular meeting will be held on Tuesday, August 11, 2026, at 9:00 a.m. at the Orland Cemetery District Office, 3900 County Road P, Orland, CA 95963.

Motion: To approve July 14, 2026, consent calendar, as presented.

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

6. INFORMATION ITEMS:

A. Grounds Foreman Report (June 2026)

Grounds keeper report was submitted prior to meeting. See attachment.

1. Monuments/Headstones:
2. Grounds/Project Update:

B. Manager's Monthly Report: (June 2026)

1. Incidents/Safety Report:
 - Unauthorized Disposal of household waste – June 22, 2026.
 - Masonic Cemetery – Verbal Incident (4th of July Holiday Weekend).
2. Correspondence/Community Communications:
 - BarFleet Inspection – July 1, 2026.
 - Participated at the Glenn County Senior Expo – June 25, 2026.
3. Events Scheduled/Attended:
 - PCA Annual Conference – July 30 – July 31, 2026.
4. Burial Report (June 2026): (2) Full Burials – (2) Cremation Burials:
 - Don Turman – June 4, 2026 – Masonic Cemetery.
 - David Reise – June 15, 2026 – IOOF Cemetery.
 - Stanton Blair – June 23, 2026 – IOOF Cemetery.
 - Florence Sanford – June 26, 2026 – Masonic Cemetery.
5. Sales, Burials and Deposits June 2026:
 - (1) Pre-Needs.
 - (6) Contract Payments.
 - (7) Burial Payments.
 - (1) Pre-Need Grave Purchases.
 - (4) Glue On Purchases.
 - (1) Insurance Reimbursement.
 - (3) 2x8 Monument Pad Purchases.

7. NEW BUSINESS:

A. Golden Risk Management Authority RMAP Award:

The Orland Cemetery District received an Accredited with Excellence Award distinction for their Risk Management Accreditation Program submitted for the 2025-2026 Fiscal Year. The District was awarded \$3,128.20.

B. Approval Resolution No. 2026-07-14-01 Adopting Orland Cemetery District 2026/2027 Budget:

The Trustees engaged in a thorough review and discussion of the proposed 2026/2027 fiscal year budget. The District Manager presented a detailed breakdown of projected revenues, including property tax allocations and service fees, as well as anticipated expenditures on operations, maintenance, capital improvements, and administrative costs.

Trustee members asked clarifying questions regarding specific line items, including staffing costs,

equipment needs, and planned infrastructure upgrades. The Trustees carefully considered historical spending patterns, current financial standing, and future priorities to ensure the proposed budget was both fiscally responsible and aligned with the District's long-term goals.

Motion: *To approve Resolution No. 2026-07-14-01 Orland Cemetery District's Budget for 2026-2027 as presented and reviewed.*

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

- C. Approval Resolution No. 2026-07-14-02 – Authorization of Signature on County Claim Forms:**
The Trustees considered a resolution authorizing designated individuals to sign claim forms on behalf of the District. This authorization allows the named individuals to certify and submit financial claims for reimbursement or payment to relevant agencies or vendors, ensuring continuity and compliance in administrative processes.

Motion: *To approve Resolution No. 2026-07-14-02 Authorization of Signature on Claim Forms.*

Motion: Tefelski, Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

D. Approval Resolution No. 2026-07-14-03 – Payroll Authorization:

The Trustees reviewed a resolution granting authority to Kampschmidt Payroll Services to authorize payroll transactions. This includes approving timesheets, initiating payroll disbursements, and ensuring accurate and timely payment of wages to employees in accordance with organizational policies and applicable labor laws.

Motion: *To approve Resolution No. 2026-07-14-03 Payroll Authorization.*

Motion: Donnelley, Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

E. Orland Cemetery District 2024-2025 Audit: Discussion/Review
Reported in old business, item A.

F. Orland Cemetery District Rules & Regulations – Proposed Revision “B Care of Graves, Niches, and Cemetery Grounds – Rule #15:

The Board of Trustees reviewed and discussed Rule #15 under the District's Rules and Regulations pertaining to the care of graves, niches, and cemetery grounds. The current rule states: *"No alcohol, illegal drug use, loitering or pets (animals) allowed on District grounds."* Board members discussed the effectiveness of the existing language and the need to ensure that the rule adequately addresses inappropriate conduct on cemetery property while preserving the respectful atmosphere of the District.

During the discussion, the Board expressed concerns regarding enforcement and agreed that any penalties associated with violations of District rules should be substantial enough to serve as an effective deterrent. The Board reviewed the new policy and enforcement provision.

Motion: *To approve the Revision of “B care of Graves, Niches and Cemetery Grounds – Rule #15 as presented:*

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

G. Orland Cemetery District Employee Handbook 8.5, Item 4:

The Board of Trustees reviewed the California Family Right Act (CFRA) and Medical Leave Policy to determine a CFRA Designation of Leave Method. The Board of Trustees reviewed the following methods:

- Calendar year (January 1 through December 31).
- A fixed 12-month period, such as a fiscal year or anniversary year.
- Measured forward from the date an employee first begins FML/CFRA leave.
- Rolling 12-month period measured backward from the date leave is used.

After reviewing each of these methods the Board of Trustees felt that the “Measured Forward” would be in the best interest of the District and staff.

Motion: *To designate the CFRA Leave Method for the Orland Cemetery District as “Measured Forward”.*

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

8. OLD BUSINESS:

A. Orland Cemetery District 2023-2024 Audit:

District Manager updated the Trustees that all required documentation has been submitted.

B. Orland Cemetery District Glenn County's Indigent Burial Update:

There was no new update for this ongoing topic. It is the Board of Trustees hope that placement for these individuals will take place soon.

C. Participation in U.S. Army Donation Program Update:

- The letter to Glenn County Board of Supervisors – Request for participation was submitted on May 14, 2026.
- Received Glenn County Board of Supervisors Resolution No. 2026-053, Supporting the Orland Cemetery District's Application to the United States Army Donation Program for the Acquisition and Public Display of Decommissioned Military Equipment.

Trustee Beale felt that the District may have some difficulties in obtaining this equipment due to the fact that the request is to come from a Municipality written request. District Manager stated that she will proceed forward with completing the application and submission. If the project is denied, then further steps will be taken with the Board of Supervisors and County Counsel.

D. District Golf Cart Update:

The District Manager unveiled the District's new golf cart. The Board of Trustees were given a tour of the IOOF Cemetery. Trustees and Staff are very pleased with this new addition to the District's fleet and the convenience it will bring to patrons.

E. Orland Cemetery District Beautification Project: Update

The District Manager showed the first two posts were installed in the Old Catholic Cemetery. Trustees were pleased with their appearance. District Manager stated that the next ones to be installed will be at the Masonic Cemetery. The project is tentatively scheduled for completion by August 2026.

9. CLOSE SESSION:

The Board convened into closed session at 11:45 a.m. for Public Employee District Manager Performance Review. (*Gov. Code § 54957*)

10. RETURN TO OPEN SESSION:

The Board returned to open session at 12:00 p.m. It was reported that the Board approved a \$2.50 per hour pay increase for the District Manager, effective July 5, 2026. The District Manager received an excellent job review.

11. TRUSTEE DISCUSSION AND COMMENTS:

A. Trustee Comments and Event/Function Report Out.

No report for this meeting.

B. District Manager Comments and Event/Function Report Out.

No report for this meeting.

12. UPCOMING CONFERENCE/TRAINING:

- A. 2026 PCA Annual Conference – Grass Valley, CA – Thursday, July 30th – Friday, July 31st. District Manager Buttermore, Administrative Assistant Silveira and Trustee Beale will all be attending.

13. ADJOURNMENT:

Chair Rick Beale adjourned the meeting at 12:05 p.m.

Respectfully submitted by:

Staci K. Buttermore, Board Secretary

Approved: _____