

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

August 08, 2023

I.O.O.F Cemetery District Office

3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:00 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 Office Manager Staci Buttermore. Members of the Public present, Glenn County Administrative Officer Scott De Moss, and Glenn County's Management Analyst II Brant Mesker.

G. Old Business:

A. Orland Cemetery District Indigent Burial Program:

Orland Cemetery District Chairman, Rick Beale suggested that this item be moved to the beginning of the agenda to respect the time constraints of Scott De Moss and Brant Mesker. The Board of Trustees were in unanimous agreement and this item was moved to the beginning of the agenda.

Glenn County Administrative Officer Scott De Moss stated that he and Brant were in attendance to better understand the Orland Cemetery District Indigent Burial proposal letter that the Orland Cemetery District submitted to the Board of Supervisors May 9, 2023. Mr. De Moss asked for clarification on the fees associated with the burial of 38 unclaimed cremains that the County of Glenn would like the Orland Cemetery District to interred. Chairperson, Rick Beale explained the following:

The Orland Cemetery District maintains an Endowment Care Fund and is an "endowment care cemetery." In accordance with California Health and Safety Code § 9065 requires the payment to the Endowment Care Fund for each interment right sold. For "residents" of the Orland Cemetery District the endowment fee is \$450.00. For "non-residents" (a person who is not a resident or paying taxes in the District at the time of death) In accordance with California Health & Safety Code § 9061 the "non-resident" endowment fee is \$530.00.

Chairperson, Beale stated that the Orland Cemetery District completed the "Ossuary" in 2017. The District paid for all expenses for the Ossuary. The County would be charged an opening fee (\$250.00). The District waived the Ossuary plot fee (\$575.00) and non-resident fee (\$750.00) per person.

The Chairperson expressed his concern and out of respect for the thirty-eight unclaimed individuals, the County of Glenn needs to expedite the interment of these individuals, since some of the cremains have been in their possession since 1960.

Chairperson Beale suggested that when the County is ready to place the cremains, there should be a nondenominal service held and the public should be made aware of this event. It was also suggested that the County provide a plaque for the Ossuary.

Scott De Moss thanked the Board for explaining the charges and burial requirements. Staff were directed to send plaque information to Mr. De Moss.

The meeting was adjourned at 9:41 a.m. and Orland Cemetery District Manager Steve Thomas showed Mr. De Moss and Mr. Mesker where the Ossuary was located.

The meeting was called back to order at 9:55 a.m.

INFORMATION ITEMS:

A. Managers Monthly Report:

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** July 2023: 4 Full Burials and 5 Cremation Burials.
2. **Incidents/Safety Report:** Nothing to report.
3. **Correspondence:** Nothing to report.
4. **Grounds & Maintenance Report:** Manager Steve Thomas reported that he is looking into purchasing a dump trailer. This trailer would be used for disposal of yard waste. Steve also is looking into trash cans for all of the Cemeteries. Chairperson Rick Beale asked staff to prepare an estimate of costs and place this on the September agenda.
5. **Old Business Updates:** The Graves parking lot upgrade and the new building for the Masonic Cemetery was discussed. No action was taken.

F. New Business/Future Agenda Items:

- A. **Rescind Resolution #2023-07-11-03 Approval of Payroll Authorization: Due to a name change.** Office manager Staci Buttermore informed the Trustees that Kampschmidt payroll services has recently made a business name change which makes resolution #2023-07-11-03 invalid. A motion was made by Trustee Kevin Donnelley to rescind resolution #2023-07-11.03; seconded by Trustee Dottie Tefelski. The vote was 3-0 in favor, the motion passed unanimously.

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

B. Resolution #2023-08-08-01 Approval of Payroll Authorization:

The Orland Cemetery District currently has their payroll processed by Kampschmidt Payroll Services. The District received a letter from Kampschmidt Payroll Services explaining that their name has changed to: K3 Logistics Inc. DBA: K3 Logistics & Accounting. A motion was made by Trustee Dottie Tefelski to approve resolution #2023-08-08-01, Approval of Payroll Authorization, seconded by Trustee Kevin Donnelley. The vote was 3-0 in favor, the motion passed unanimously.

C. Resolution #2023-08-08-02 Authorizing Transfer of Funds:

Trustee Dottie Tefelski informed the board that the Friends of the Orland Cemetery District received a grant from the Barceloux-Tibessart in the amount of \$1,870.00 for the purpose of purchasing rose bushes, utility carts and supplies to place monuments on Military Veterans resting at the Orland Cemetery District that currently have "temporary markers". A motion was made by Chairperson Beale, to approve resolution #2023-08-08-02, Authorizing Transfer of Funds, seconded by Kevin Donnelley. The vote was 3-0 in favor, the motion passed unanimously.

D. Employee Phone Stipend Policy 8.7:

Office Manager Staci Buttermore presented the Employee Phone Stipend Policy. This policy clarifies when the phone stipend will be paid to Orland Cemetery District employees. This stipend will be paid on a Fiscal Year basis. A motion was made by Trustee Dottie Tefelski to approve the Employee Phone Stipend Policy 8.7, seconded by Kevin Donnelley. The vote was 3-0 in favor, the motion passed unanimously.

E. Golden State Risk Management Authority Annual Training Conference:

Office Manager Staci Buttermore stated that GSRMA has scheduled their annual conference for October 19-20, 2023. The following will be attending Rick Beale, Kevin Donnelley, Dottie Tefelski and Steve Thomas. Office manager will register the district members.

F. Participation in the 2023-2024 Golden State Risk Management Authority – Risk Management Accreditation Program (RMAP):

Office Manager stated that the District has received the requirements for 2023-2024 GSRMA RMAP program. There was a brief discussion about the benefit of this program. A motion was made by Trustee Kevin Donnelley to have the Orland Cemetery District participate in the 2023-2024 Golden State Risk Management Authority – Risk Management Accreditation Program (RMAP), seconded by Dottie Tefelski. The vote was 3-0 in favor, the motion passed unanimously.

G. OLD BUSINESS:

- B. Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:**
Office Manager Staci Buttermore reported that the 06/30/2021 audit is still being finalized and HM & S estimated to be completed soon. The 06/30/2022 audit is estimated to begin in August.

H. CONSENT CALENDAR:

- A. Approval of the July 11, 2023, Board Meeting Minutes:**
Trustee Kevin Donnelley made a motion to approve the July 11, 2023, Board Meeting Minutes as presented, Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.
- B. Approval of June 2023 Monthly Expenditures/Claims:**
Office Manager Staci Buttermore reported that Glenn County Department of Finance has not completed the year-end reporting therefore there is no financial reports to approve. Chairperson Rick Beale tabled this item.

I. CLOSED SESSION:

- A. None Scheduled.

J. RETURN TO OPEN SESSION:

- A. None Scheduled.

K. TRUSTEE DISCUSSION AND COMMENTS:

None.

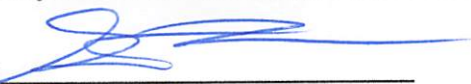
L. STAFF REPORTS:

- A. PCA Annual Conference – August 10-12, 2023.**
Office Manger Staci Buttermore will be attending.
- B. California Association of Public Cemeteries – October 6 & 7th, 2023 – Sacramento**
Manager Steve Thomas and Office Manager Staci Buttermore will be attending this event.

M. ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 11:04 a.m.

Respectfully submitted by:



Steve Thomas, Manager

Approved by the Board of Trustees on:

09.17.2023