

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

October 10, 2023

I.O.O.F Cemetery District Office
3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:04 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. There were no members of the Public present.

INFORMATION ITEMS:

A. Managers Monthly Report:

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** September 2023: (4) Full Burials and (2) Cremation Burials.
2. **Incidents/Safety Report:** None for the month of September 2023.
3. **Correspondence:** None for the month of September 2023.
4. **Grounds & Maintenance Report:** Manager Steve Thomas reported that the forms for the monument staging area concrete pad has been completed. The crew plans to pour the concrete on October 12, 2023.
5. **Old Business Updates:** The power poles for Graves parking lot have been acquired. Grounds crew will place the poles at a later date.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Notice of Rejection of Claim Letter:

The Orland Cemetery District along with 3,000 California Public Entities received a "Notice of Complainant's Attorney" CRD Matter Number 202306-20925508 Right to Sue: McCormick/California Public Employee's Retirement System et al. Staff has been advised by Golden State Risk Management Authority to respond back with a "Notice of Rejection of Claim." Trustee Kevin Donnelley made a motion to send a "Notice of Rejection of Claim Letter", Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously.**

- #### **B. Wreaths Across America:** Trustee Dottie Tefelski reported that donation letters have been sent out and many have already been received back. Office Manager Staci Buttermore reported that a press release about Wreaths Across America will be published in the Glenn County Farm Bureau October/November Newsletter and invitation letters have been prepared for dignitaries with a November 1, 2023, mailing date.

NEW BUSINESS/FUTURE AGENDA ITEMS: (Continued from previous page):

C. Golden State Rick Management Authority Board Elections:

Chairman Rick Beale reported that G.S.R.M.A. is soliciting nominations for their Board of Directors. Chairman Beale would like to continue to serve. Staff was directed to notify G.S.R.M.A. that the Orland Cemetery District would like to nominate Rick Beale.

OLD BUSINESS:

A. Orland Cemetery District Indigent Burial Program Update:

It was reported that the Glenn County Board of Supervisor's approved the placement of 38 indigents in the Orland Cemetery District Ossuary and the private donation will be distribute to the Orland Cemetery District for beautification purpose of the Ossuary. Manager, Steve Thomas reported that he has meant with Jeff Rogers about the cleaning and repainting of the book at the Ossuary and plans are being made to remove the tree. Staff will continue to prepare beautification plans to present to the Trustees at a later date.

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

Office Manager Staci Buttermore reported that the 06/30/2021 audit has been finalized. The Director's Report was submitted to the Trustees for their review. A motion was made by Dottie Tefelski to accept the Orland Cemetery District 06/30/2021, motion was seconded by Trustee Kevin Donnelly. A vote was 3-0 in favor, the motion **PASSED unanimously**.

C. Graves Cemetery Expansion:

Trustee Kevin Donnelley reported that he is still working on a possible land donation to the Orland Cemetery District and will report back at the November 14, 2023, board meeting.

CONSENT CALENDAR:

A. Approval of the September 12, 2023, Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve the September 12, 2023, 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 August 2023 Monthly/Expenditures/Claims:

Trustee Kevin Donnelly made a motion to approve the August 2023 Monthly/Expenditures, Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

CLOSED SESSION: Meeting was adjourned to closed session at 10:01 a.m.

A. Employee Evaluation Review:

RETURN TO OPEN SESSION: Chairperson Rick Beale returned the meeting to open session at 10:48 a.m.

A. Employee Evaluation Review:

The Manager noted that both groundskeeper employees have finished another full year of service with the District. Trustees reviewed each of the employee evaluation reviews. Staff was given direction to follow up on an employee's disciplinary action and report back at the November 14, 2023, Board Meeting if that employee had completed all action required. The Trustees did approve a raise for Chris Ollenberger based on his respective merit and performance review.

TRUSTEE DISCUSSION AND COMMENTS:

None.

STAFF REPORTS:

A. Office Manager:

Office Manager reported that she has been working on the District's By-Laws, Policy & Procedures and Employee Handbook. She also reported that she will be attending a Clerk's Conference the week of November 6, 2023, in Monterey.

ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 11:01 a.m.

Respectfully submitted by:


Staci Buttermore, Office Manager

Approved by the Board of Trustees on: November 14, 2023