

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

January 9, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:10 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 were no major purchases for the Month of December 2023.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report: None.

### NEW BUSINESS/FUTURE AGENDA ITEMS:

#### **A. Adoption of Resolution 2024-01-09 Appropriations Limit for Fiscal Year 2023-2024:**

Trustee Kevin Donnelley made a motion to approve the Adoption of Resolution 2024-01-09 "Appropriations Limit for Fiscal Year 2023-2024" as presented and published, Trustee Dottie Tefelski seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously**.

#### **B. Election of Officers:**

Per By-Laws at the first meeting in January of each year the Board shall elect a Chairperson and Vice Chairperson. Trustee Dottie Tefelski nominated Rick Beale as Chair, and Kevin Donnelley as Vice Chair, there were no other nominations. Nominations were closed. Trustee Dottie Tefelski made a motion to approve the nominations, Trustee Donnelley seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously**.

#### **C. Appointment of Board Secretary:**

Per By-Laws at the first meeting in January of each year the Board shall appoint a Board Secretary. Trustee Kevin Donnelley made a motion to appoint Staci K. Buttermore as the Orland Cemetery District Board Secretary, Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously**.

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

**D. Barceloux-Tibessart Foundation 2024 Grant Planning:**

The Board of Trustees had a discussion on what to propose for the Barceloux-Tibessart 2024 Grant. Trustee Dottie Tefelski stated that the placement of monuments for the Veterans that have temporary markers has been a tedious process. Trustees and staff will continue to work on a 2024 Grant proposal.

**E. Approve Orland Cemetery District 2024 Observed Holidays:**

It was proposed that the Orland Cemetery District mirror The County of Glenn observed holidays for the District's employees. Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District 2024 Observed Holidays as presented, Trustee Dottie Tefelski seconded the motion. A vote was held, 3-0 in favor, the motion **PASSED unanimously**.

**CONSENT CALENDAR:**

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

Trustee Dottie Tefelski made a motion to approve the December 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 November 2023 Monthly Expenditures/Claims/Sales:**

Trustee Dottie Tefelski made a motion to approve the November 2023 Monthly Expenditures/Claims/Sales, as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

**OLD BUSINESS:**

**A. Barceloux-Tibessart Foundation 2023 Grant Utilization Report:**

Trustee Dottie Tefelski and Office Manager Staci Buttermore will be completing this report.

**B. Wreath's Across America Review/2024 Planning:**

Chair Rick Beale thanked Dottie Tefelski for all of her hard work with Wreath's Across America. It was exciting that all of our Veterans in our District were honored with a wreath. Staff will be working on a letter to Orland High School to invite the High School band once again to the December 14, 2024, Wreath Ceremony. This letter will also be distributed to School Board Members and High School Principal Alex Mercado.

**C. Orland Cemetery District – 100 Year Anniversary Planning/Discussion/Updates:**

Office Manager Staci Buttermore presented an idea to have a "Challenge Coin" design competition for members of our District. These 100-year memorial coins then could be sold as a fundraiser for the Friends of the Orland Cemetery District. Staff will design the criteria and present this information to the board at a later date.

**OLD BUSINESS:** (Continued from previous page)

**D. New Masonic Building Proposal/Discussion:**

Manager Steve Thomas is working with Channey & Miller Construction for an estimate of repair costs to the Masonic Building. The Board will be updated at the next Board meeting.

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

There was no update for this meeting.

**F. Orland Cemetery District Indigent Burial Program Update:**

There was no update for this meeting.

**CLOSE SESSION:**

No session was held.

**RETURN TO OPEN SESSION:**

No session was held.

**TRUSTEE DISCUSSION AND COMMENTS:**

Trustee Dottie Tefelski will contact Pokey Cleek to see if he is interested in conducting a Memorial Day Event at the IOOF Cemetery.

**OFFICE MANAGER REPORT:**

- A. PCA Board Meeting: December 13, 2023 (Zoom Meeting). Staci reported that in 2025 the Orland Cemetery District will be working on holding a "Safety" event through the PCA. She also reported that at their last meeting she was elected to serve as Vice-President on the Public Cemetery Alliance board.
- B. The Office Manager's Monthly Report was included in the board agenda packet.
- C. December 2023 Burials. (9) Full Burials and (2) Cremation Burials.
- D. Correspondence: Staci Buttermore received a grant from the Special District Leadership in the amount of \$935.00 for expenses incurred for Office Manager at the Secretary's Leadership Conference in Monterey.
- E. Strategic Planning: Staci suggested to the Trustees that "Strategic Planning" for the District should be an item listed on future agendas. The Trustees and staff need to prioritize improvement projects and maintenance projects.

**ADJOURNMENT:**

Chair Rick Beale adjourned the meeting at 11:24 a.m.

Respectfully submitted by:

  
Staci K. Buttermore, Board Secretary

Approved by the Board of Trustees on: February 13, 2024