

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

November 12, 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 led by Dottie Tefelski.

Members Roll Call: Members present, Chair Rick Beale, Trustee Dottie Tefelski, Trustee Kevin Donnelley, Interim District Manager Staci Buttermore and Grounds Foreman Chris Ollenberger. There were no members of the public present.

Consent Calendar:

- A. Approval of September 2024 Monthly Expenditures/Claims:
- B. Approval of October 8, 2024, Special Board Meeting Minutes:

Trustee Kevin Donnelley made a motion to approve consent calendar items A & B as presented, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.

Information Items:

A. Manager's Monthly Report: (October 2024)

- 1. Incidents/Safety Report: Incidents/Safety Report: 10/11/2024 Broken Tree Limbs – Section 8.
- 2. Correspondence: None.
- 3. Monuments/Headstones: (1) 2x4 - (0) 2x8 - (1) Glue on
- 4. Sales, Burials and Deposits September: (3) Full Burials (0) Disinterment and (7) Cremation Burials. (1) Glue On's, (0) Niche, (2) Grave with Pre-Needs, (1) New Contract #, (0) Grave Sales, (0) Pre-Needs Sale, (0) Gazebo Rental and (5) Contract payments.

B. Grounds Foreman Report (October 2024)

- 1. Grounds & Maintenance Report:
 - a. Donation Tree Placement/Selection: A brief discussion was held on type of trees and placement of trees. Trustee's Beale, Donnelley and Tefelski will be donating trees for this project. Type and location of tree's will be left in the discretion of the ground's foreman.
 - b. Workshop Renovation Project: Foreman explained to the Trustee's the scope of this project will be to update the workshop with new toolboxes and shelving units.
 - c. Ossuary Beautification Project Update: Staff will be sealing the rock wall and bible. Plans to mount the plaques and cross are being made.
 - d. Masonic Fence Project – No update for this meeting.
 - e. Masonic ADA Restroom – A quote for this project was received. No action was taken.
 - f. Winter Projects: Green equipment shop clean up and reorganization.

New Business/Future Agenda Items:

- A. Orland Cemetery District – Rules & Regulations:** Trustee’s and staff reviewed the revised Rules & Regulations. Minor editions were suggested. The District Manager will work on the editions and the Rules & Regulations will be presented for approval at the Board’s December 10, 2024 board meeting. No formal action was taken.
- B. Orland Cemetery District – 2025 Observed Holidays:** District Manager Staci Buttermore presented the District 2025 Observed Holidays. These holidays are listed on schedule (a). Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District’s 2025 Observed Holidays as presented, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.
- C. Orland Cemetery District 2025 Board Meeting Schedule – Review/Amend/Approve:** District Manager Staci Buttermore presented the District’s 2025 Board Meeting Schedule, as schedule (b). Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2025 Observed Holidays as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.
- D. Orland Cemetery District Employee Summary of Benefits – Review/Amend/Approve:** District Manager Staci Buttermore presented a proposal to update the District’s Employee Summary of Benefits; schedule (c). The Trustee’s reviewed the proposed changes. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2025 Observed Holidays as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.

Old Business:

- A. GSRMA 18th Annual Conference 2024 – Rolling Hills Casino:** Recap of the speakers and topics was discussed. Trustees expressed that it was an informative conference.
- B. Wreaths Across America – Planning for December 14, 2024:** Cemetery staff has already performed yard clean up. Trustee Dottie Tefelski will be at the Orland Craft Fair on November 30th and December 1st seeking any additional wreath donations.

Close session: The Board of Trustees went into closed session at 12:00 p.m. and returned to open session at 12:15 p.m.

- A. Employee Review (Gov. Code § 54957).**
No action was taken.

Trustee Discussion and Comments:

There were no additional discussions or comments.

Adjournment:

Chair Rick Beale adjourned the meeting at 12:21 p.m.

Respectfully submitted by: _____
Staci K. Buttermore, Board Secretary

Approved: _____



ORLAND CEMETERY DISTRICT

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Orland Cemetery District 2025 Observed Holidays

Martin Luther King Jr. Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Cesar Chavez Day	Monday, March 31, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Thanksgiving Friday	Friday, November 28, 2025
Christmas Eve	**Friday, December 26, 2025 - Observed
Christmas Day	Thursday, December 25, 2025
New Year's Eve	**Friday, January 2, 2026 - Observed
New Year's Day	Thursday, January 1, 2026

** Christmas Eve & New Year's Eve fall on Wednesday. This makes the work week and scheduling burial services difficult and limiting. By observing these holidays, after the holiday it will enable staff to schedule burials in a effective and efficient manner.

Schedule (a)



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Orland Cemetery District
3900 County Road P, Orland, CA 9596

9:00 a.m.

2025 – Board Meeting Schedule

1. Tuesday, January 7, 2025
2. Tuesday, February 11, 2025
3. Tuesday, March 11, 2025
4. Tuesday, April 8, 2025
5. Tuesday, May 13, 2025
6. Thursday & Friday, June 5-6, 2025 – PCA Meeting, Rolling Hills Casino, Corning, CA.
7. Tuesday, June 10, 2025
8. Tuesday, July 8, 2025
9. Thursday, July 31, 2025 – PCA Annual Meeting, Grass Valley, CA.
10. Friday, August 1, 2025 – PCA Annual Meeting, Grass Valley, CA.
11. Tuesday, August 12, 2025
12. Tuesday, September 9, 2025
13. Tuesday, October 14, 2025
14. Thursday & Friday, October 16-17, 2025 – GSRMA Annual Training, Corning, CA.
15. Wednesday, November 12, 2025 -Moved because of Veteran's Day
16. Tuesday, December 9, 2025

Schedule (b)

Orland Cemetery District

EMPLOYEE SUMMARY OF BENEFITS

HOLIDAYS:

13 paid holidays per year and an additional twenty-four hours of Holiday Leave.

- New Year's Day Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- Independent Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

ADDITION TO HOLIDAY TIME

The additional twenty-four hours of Holiday Leave must be used each calendar year and cannot be carried over to the next year.

An employee must be employed the last working day before and the first working day after the holiday in order to receive holiday compensation.

Employees on leave without pay shall not accrue holiday benefits.

VACATION:

88 hours (approximately 11 working days) per year during the first 2 years of service;

128 hours (approximately 16 working days) per year during years 3 through 12;

168 hours (approximately 21 working days) per year during years 13 through 19;

208 hours (approximately 26 working days) per year after 20 full years of service.

BEREAVEMENT LEAVE:

40 hours with pay for each instance for immediate family members. Immediate family includes spouse, child, stepchild, grandchild, stepparent, parent, grandparent, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, brother or sister.

HEALTH PLAN:

Orland Cemetery District contracts with Golden State Risk Management for medical insurance, Gold PPO. The District pays the medical insurance premium based on the carrier and amount of the total premium. (Employee only)

VISION PLAN:

The District pays the employee premium for a vision plan with VSP, option 4 – Plan C. (Employee only)

DENTAL PLAN:

The District pays the employee premium for *Delta Dental Low plan*. (Employee only)

DEFERRED COMPENSATION:

The District currently does not offer a deferred compensation plan.

SHORT TERM DISABILITY:

The District coordinates with State Short Term Disability Insurance for regular employees.