

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

September 12, 2023

I.O.O.F Cemetery District Office

3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:05 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:** August 2023: (4) Full Burials and (2) Cremation Burials.
- 2. Incidents/Safety Report:** A headstone in the Old Catholic Cemetery was damaged while preparing for a burial. This headstone was taken to Advance Monument for repair.
- 3. Correspondence:** 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." Staff has prepared the letter and will have it placed on the Orland Cemetery District's October 10, 2023 Board Meeting.
- 4. Grounds & Maintenance Report:** Manager Steve Thomas reported that the sprinkler control box at the IOOF Cemetery is not working properly. Steve reported that he is obtaining quotes for the electrical pole repair at the Masonic Cemetery.
- 5. Old Business Updates:** The Graves parking lot upgrade and the new building for the Masonic Cemetery was discussed. No action was taken.

NEW BUSINESS/FUTURE AGENDA ITEMS:

- A. Orland Cemetery District "No Smoking" Policy 9.5:** The Trustees reviewed the proposed policy. It was the consensus of the Trustees to table this policy. Staff were instructed to monitor future burials and report back to the Trustees at a later meeting date.

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

B. New Masonic Building Proposal:

Manager Steve Thomas reviewed the scope of this project. Staff have been instructed to prepare a bid package for this project. The bid package will be reviewed at the October 10, 2023, board meeting.

C. Graves Cemetery Expansion:

Trustee Kevin Donnelley reported that he is working on a possible land donation to the Orland Cemetery District. Trustee Donnelley and staff will report back to the Trustees at the October 10, 2023, board meeting.

OLD BUSINESS:

A. Orland Cemetery District Indigent Burial Program Update:

Chairperson Rick Beale reported that the letter the District wrote to the Board of Supervisors, regarding the donation that GSRMA gave to the Glenn County Indigent Fund. The letter was asking that these funds be donated to OCD for the beautification Ossuary project. Chairperson Rick Beale felt that this letter was well received, and he will continue to monitor the outcome of this request.

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 has stated that they should have it completed and will be ready for the Trustees review at the October 10, 2023, board meeting. Staci also reported that Kaylah stated that the next (2) audits would not be starting until January 2024.

CONSENT CALENDAR:

A. Approval of the August 8, 2023, Board Meeting Minutes:

B. Approval of June 2023 Monthly/Expenditures/Claims:

C. Approval of July 2023 Monthly/Expenditures/Claims:

Trustee Kevin Donnelley made a motion to approve items A, B & C on the consent calendar as presented, 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 11:00 a.m.

A. Employee Contract Review:

RETURN TO OPEN SESSION: Chairperson Rick Beale returned the meeting to open session at 11:10 a.m.

A. Employee Contract Review:

Orland Cemetery Office Manager Staci Buttermore was instructed to correct a clerical error on an employee's accrued vacation time.

TRUSTEE DISCUSSION AND COMMENTS:

None.

STAFF REPORTS:

- A. Office Manager Staci Buttermore reported on the PCA Annual Conference – that she attended on August 10-12, 2023. She reported that she

- B. Office Manager Staci Buttermore reported that she has been notified by the California Special Districts Association California Association that she has been awarded a \$750.00 scholarship. This scholarship will enable her to attend the 2023 Board Secretary/Clerk Conference being held in Monterey, CA November 6-8, 2023.

ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 11:35 a.m.

Respectfully submitted by: Staci K. Buttermore
Staci Buttermore, Office Manager

Approved by the Board of Trustees on: Oct. 10, 2023