

ORLAND CEMETERY DISTRICT

May 14, 2024

9:00 A.M.

I.O.O.F Cemetery

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

AGENDA

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.

1. Call to order:

2. Pledge of Allegiance:

3. Roll call:

4. Public comment on any agenda item – Open or Closed:

The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.

5. Information Items:

A. Managers Monthly Report:

1. Safety Report & Major Purchases:
2. Incidents/Safety Report:
3. Correspondence: G.S.R.M.A. Dental Program 2023 Dividend Letter.
4. Grounds & Maintenance Report:
5. Old Business Updates:

6. New Business/Future Agenda Items:

- A. Grave Relocation Request – Gilberto Casillas-Flores.
- B. Preliminary 2024/2025 Budget Discussion.
- C. Rescind Notice of Intent to Withdraw from Golden State Risk Management Authority for Fiscal Year 2024-2025.

7. Old Business:

- A. Memorial Day Planning: May 27, 2024.
- B. Discussion Orland Cemetery District 06/30/2022 Audit Update/Discussion:
- C. Ossuary Beautification Project Update/Discussion:

8. Consent Calendar:

- A. Approval of the April 09, 2024, Board Meeting Minutes:
- B. Approval of March 2024 Monthly Expenditures/Claims:
- C. Approval of April 2024 Monthly Expenditures/Claims (Tentative):

9. Close session:

- A. None scheduled.

10. Return to open session:

- A. None scheduled.

11. Trustee Discussion and Comments:

12. Staff Reports:

- A. Office Manager Monthly Report:
- B. Sales, Burials & Deposits April 2024: (5) Full Burials and (2) Cremation Burials. (1) Glue-On, (5) Contract payments, (10) Grave Sales and (3) Pre-Need Sales.

13. Adjournment:

This Agenda was posted on this 7th day of May 2024 by Staci K. Buttermore, Office Manager.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis, of race, color, national origin, age, disability, sex, and family status (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write, USDA, Director, Office of Civil rights, 1400 Independence Avenue, S.W., Washington D.C. 00520-9410 or call (800)- 795-3272 (voice) or (202)-720-6382 (TDD).

Manager's Report April 2024

Burials for the Month of April are enclosed with packet

Monument Settings

()2X2 (2)2X4 (2) 2X8 (2) Glue on Plaque

4/2 Managers first day back to work since surgery.

4/4 Ordered fuel from Hunt & Sons.

4/15 ordered 14 liners, we may get them sometime in MAY as the company is out of stock now. They will keep us informed. If we must, we will use vaults until liners show up.

4/16 tree limb broke next to the bench in section 10, cut , removed.

4/22 Sprinkler-Pro installed our new sprinkler timer at the Odd Fellows Cemetery. Grasshopper one, mower belt tensioner bracket broke. Called Jeff at Grasshopper, the part is under warranty and a new replacement was ordered.

4/25 The new part and two oil filters arrived back in business.

4/29 Working on finding new mower blades for the Hustler mower, the blades have been discontinued by Hustler.

4/30 No update on when we will be getting our liner delivery.

To our GSRMA members participating in the Dental program:

In a pooled insurance program, such as the Health & Ancillary Benefits Program your entity participates in through GSRMA, when claims utilization is less than expected, excess funds may be returned to the participants.

Such was the case for our Dental Program in 2023. As a result, a dividend is being issued to our members that participate in this program.

To return these funds to participating districts, we summed each participating district's premium paid for dental coverage in 2023. We then calculated the percentage of the dividend to which each district is entitled. Payment is being made by check to each district based on this calculation.

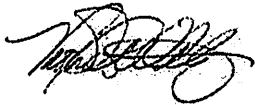
While it is up to their discretion, we suggest that each district use the funds to promote good dental health practices among their participating employees. Some ways to do this is to reimburse employees for supplies that can contribute to better dental health such as:

- Electric toothbrushes which have been shown to reduce plaque and gingivitis.
- Optional fluoride treatments that may not be covered by the plan.

If you would like additional materials or guidance on promoting good health practices, many websites, such as dentalcare.com are available. If you have any questions, please contact us at empben@gsrma.org.

Thank you for being a valued member of our Health & Ancillary Benefits Program.

Sincerely yours,



Naomi Whatley
Employee Benefits Specialist

Golden State Risk Management Authority

6446

V-00078—Orland Cemetery District
Print As: Orland Cemetery District

PO Box 424
Orland, CA 95963

Tri Counties Bank
Admin-6782 6782
Date: 04/08/2024

Date	Bill #	Reference Number	Amount Due	Term Discount	Amount Paid/Applied
04/02/2024	DentalDiv 2023-23		\$53.08	\$0.00	\$53.08
Net Amount:					\$53.08

Page 1 of 1

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE (GON AND FOIL HOLOGRAM.

**Golden State
Risk Management Authority**
PO Box 706
Willows, CA 95988
(530) 934-5633

Tri Counties Bank
1-800-922-8742
90-3504/1211
90-3504/1211

6446

DATE
04/08/2024

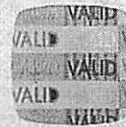
AMOUNT
\$ **53.08**

Orland Cemetery District

Fifty Three Dollars and 08 Cents

PAY
TO THE
ORDER
OF:

Orland Cemetery District
PO Box 424
Orland, CA 95963
United States



[Handwritten Signature]
AUTHORIZED SIGNATURE

HEAT SENSITIVE

⑈006446⑈ ⑆121135045⑆

077026782⑈

Details on Back.

Security Features Included

Fiscal Year 2024-2025 Project List

Masonic Cemetery

:Building Roof repair

:South man door up-grade

:Window up-grades

:Fence installation southwest corner/Beautification

Odd Fellows Cemetery

: Trim board replacement at the Estates Plots

: Beautification of monument/ossuary completion

May 2, 2024

Orland Cemetery District Board of Trustees
P.O. Box 424
Orland, CA 95963

Dear Members of the Orland Cemetery District Board of Trustees,

Subject: Grave Relocation Request for Gilberto Casillas Flores

I trust this letter finds you well. I write to bring to your attention a matter pertaining to the recent interment of Gilberto Casillas-Flores and the subsequent request for grave relocation requested by his family, Dulce Mendoza and his children.

As custodians of the Orland Cemetery District, it is imperative that we uphold the highest standards of service and address any concerns with the utmost diligence and professionalism. Therefore, I wish to provide a comprehensive account of the circumstances surrounding this matter.

On April 5, 2024, Dulce Mendoza and her children met with me with the purpose of selecting a grave site for Gilberto. During this appointment I conducted the necessary inquiries, adhering to our standard protocol for grave selection, which includes residency status, familial affiliations within the Orland Cemetery District, future grave needs and preferred location within our grounds.

Following a thorough consultation, Dulce Mendoza and her children were escorted to the District's Catholic Cemetery. The family recognized the grave sites of Rogelio Rodarte & Elvira Montalvo Rodarte (G 2-3, L-187, S-10). The family also liked the crape myrtle tree that was located three rows in front of the Rodarte's. When families choose sites by trees, I always discuss the potential challenges associated with that, such as potential damage to concrete monuments and caskets. And it is possible that the tree may suffer root damage from burials which could cause it to be removed at a later date. The District does not guarantee that the tree will always be there.

When returning to the office, the map was looked at with the family and they were shown the location they had looked at. They also indicated they wanted a location that had the possibility of purchasing additional graves. This location had plots available on either side. At that time, we were all in consensus with G-1, L-186, S-10.

Gilberto was interred on April 19, 2024 (Catholic G-1, L-186, S-10).

Regrettably, on April 22, 2024, Dulce Mendoza spoke with District Manager Steve Thomas her dissatisfaction with the grave's positioning, expressing her belief and his children's that it would be in closer proximity to the tree (G-2, L-185, S-10). It appears that a misunderstanding has taken place.

Upon careful review and consultation with our Cemetery Staff, we acknowledge the gravity of the situation and endeavor to address it with expediency and respect. To this end, we propose the following remedial measures:

1. The family of Gilberto Casillas-Flores will be graciously invited to be present before the disinterment to verify the selection of the new grave site (G-2, L-185, S-10).
2. In recognition of the misunderstanding, we recommend waiving the disinterment fee of \$3,000.00.

We believe that by implementing these measures, we can amicably rectify the misunderstanding and ensure the satisfaction of the Casillas-Flores family. Additionally, we will take proactive steps to stress to all future purchasers that while our cemetery maps serve as a guide, they may not always precisely align with the physical layout of the plots on our grounds.

We trust in the wisdom and discernment of the Orland Cemetery District Board of Trustees to consider this proposal favorably and to authorize the necessary actions to address the situation expediently. Should you require any further information regarding this matter, please do not hesitate to contact me directly.

Thank you for your attention to this matter and for your ongoing commitment to the principles of excellence and compassion in our service to the community.

Yours sincerely,



Staci K. Buttermore, Office Manager
Orland Cemetery District.

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

April 9, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:08 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 we no major purchases for the Month of April 2024.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report:
 - Monuments placed: (6) 2x4, (3) 2x8, (1) Re-pour, (1) Veteran Plaque placed, (9) headstones placed.

CONSENT CALENDAR:

A. Approval of the March 12, 2024, Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve the January 9, 2024, 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 March 2024 Monthly Expenditures/Claims/Sales:

This item was tabled due to the monthly financial reports not being ready from the Glenn County Department of Finance.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Orland Cemetery District Inclement Weather and Emergency Closing Policy:

Trustee Dottie Tefelski made a motion to adopt the "Orland Cemetery District Inclement Weather and Emergency Closing Policy" as presented, Trustee Kevin Donnelley seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously**.

NEW BUSINESS/FUTURE AGENDA ITEMS:

B. Orland Cemetery District Legislative Action Policy:

Trustee Kevin Donnelley made a motion to adopt the "Orland Cemetery District Legislative Action Policy" as presented, Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously**.

C. Memorial Day Planning: May 27, 2024

Trustee Dottie Tefelski has reached out to Glenn County's Veteran's group to see if there was anyone available to conduct a Memorial Day event honoring our Veterans that are interred in our Cemeteries. At this time, no one has responded. Office Manager Staci Buttermore is working with Chico State Master Program Students, and they would like to help with this project. Staci will coordinate with Dottie and the students to see if a program can be presented for this year.

D. Preliminary 2024/2025 Budget Discussion:

There was a brief discussion on misc. projects:

- Masonic Fencing
- Trash Receptacles for all the Cemeteries.

E. Foster and Foster Consulting Actuaries, Inc. – GASB-68 Report/Future Proposals:

Office Manager Staci Buttermore reported that the GASB-68 Reports for 2021-2022 and 2022-2023 have been completed. These were items that were needed for our Audit and are required to complete each year. The cost for these (2) reports totaled \$3,100.00. The report for 2023-2024 has been quoted for \$1,700.00.

OLD BUSINESS:

A. Ossuary Beautification Project Discussion/Planning:

The District Manager is working on a proposal to present to the board at their May meeting. Plans are being made to rent a stump grinder to remove the stumps by the project and throughout the IOOF Cemetery.

B. Orland Cemetery District Hours of Operation Policy: Discussion/Adopt

The establishment of this policy is aimed at safeguarding the District employees from the potential risk associated with working in extreme heat. This policy also helps protect the public attending funerals within our District.

- Summer Hours: June 1st – August 31st – 5:30 a.m. – 2:00 p.m. – Groundskeepers
- Winter Hours: September 1st – April 30th – 7:00 a.m. – 3:30 p.m. Groundskeepers.
- Office Hours Yearly: 7:00 a.m. – 3:30 p.m.

OLD BUSINESS: (Continued from previous page)

B. Orland Cemetery District Hours of Operation Policy: Discussion/Adopt

Trustee Kevin Donnelley made a motion to adopt the "Orland Cemetery District Hours of Operation Policy" as presented, Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously.**

C. Barceloux-Tibessart Foundation 2023 Grant Utilization Report:

The Grant Utilization Report has been completed and will be submitted to the Barceloux-Tibessart Foundation.

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

Office Manager Staci Buttermore stated that the audit process for year ending 06/30/2022 is close to being completed.

CLOSE SESSION:

No session was held.

RETURN TO OPEN SESSION:

No session was held.

TRUSTEE DISCUSSION AND COMMENTS:

Trustee Dottie Tefelski expressed that the proposed fencing project for the Masonic Cemetery will be aesthetically appealing and create a barrier between the Cemetery and Doc Bogart's property.

Chairperson Rick Beale would like staff to set up a meeting with Sandra Wheeler with Stifel Investment Services.

OFFICE MANAGER REPORT:

- A. The Office Manager's Monthly Report was included in the agenda packed.
- B. Sales, Burials and Deposits March 2024 Burials. (2) Full Burials and (4) Cremation Burials. (3) Glue On's, (1) Niche, (1) Grave with Pre-Needs, (1) New Contract #2930, (4) Grave Sales, and (5) Contract payments.
- C. CAPC Annual Conference: March 14 -17, 2024. The Office Manager stated that the conference was informational, and she has many new projects to work on for the District.

ADJOURNMENT: Chair Rick Beale adjourned the meeting at 10:30 a.m.

Respectfully submitted by: 
Staci K. Buttermore, Board Secretary

Approved by the Board of Trustees on: *May 14, 2024*



ORLAND CEMETERY DISTRICT

P.O. Box 424
Orland, Ca. 95963

Phone: 530-865-3880

Fax: 530-865-8831

E-mail: orlandcemdist@gmail.com

April 2024

**Orland Cemetery District's
Office Manager Monthly Report**

- 04.01.2024 – Office Closed - Cesar Chavez Day.
- 04.02.2024 - Trovao Headstone placed 2x8
Prepared Monthly Warrants. Orland Hardware, Payroll, Napa, Cintas, U.S. Bank, Corning Lumber and Streamline.
Burial Quote for JoAnn Johnson. (Joy Anderson)
Prepare April 9, 2024, Board Meeting Agenda.
- 04.03.2024 - Prepare April 9, 2024 Board Meeting Agenda Board Meeting Agenda.
Burial Worksheet for Jeanne Masters.
Burial Worksheet for Marvin Forbes.
Burial Worksheet for Jose Flores.
Burial Worksheet for Gilberto Casillas-Flores.
Create Orland Cemetery District Hours of Operation Policy.
Headstones received (Erickson & Leon-Villagomez).
Completed the April 9th Board Meeting Agenda/Packet, posted to Website and emailed to Trustees.
Prepared Burial paperwork for Donald Leeman.
Prepared Burial paperwork for Pedro Martinez.
- 04.04.2024 - Prepare Reimbursement Fuel Warrant – Theron Martin
Prepared a Support Letter for HR 7525 Special District Grant Accessibility Act.
Email Headstone photo to Lana Trovao.
Burial Quote for Maurie Eakes.
- 04.05.2024 - 10:00 a.m. Appointment with the Gilberto Casillas-Flores Family.
Scheduled Casillas-Flores, Jose Flores, Marvin Forbes services.
Processed Jose Flores Burial Payment.
Trip to Willows – PG & E Warrant & (2) Burial Permits.
Trip to Orland – Check Post Office Box Mail.
Compile final additional documentation for RMAP Program as requested by Steve Woods. All items requested were emailed to Steve Woods.
In Person Appointment: Caroline Loewen – Pre-Need Quotes/Questions.

Process Contract Payment Una Walker/Snow.
Process Contract Payment John Irvin.
Update Website with Services Scheduled.
Steve – off for appointments 9 & 3.

- 04.25.2024 - Process Dividend Payment from G.S.R.M.A.
Prepare Sales Deposit – Steve took to Willows.
Prepare J/E for Unearned Revenue Burials. – Steve took to Willows.
Prepare past due notices for pre-need contracts – Steve mailed.
- Chavez – Remainder balance of returned check.
 - Rosales #2625
 - Hernandez #2565
 - Daniels #2580
 - Gomez #2775
 - Rodriguez #2920
- Forward Audit report to Auditor – Endowment/Interest Cash Entries.
Process Burial paperwork for Alice Bird.
- 04.26.2024 - Process Payroll for PPE 04.27.2024.
Process Grave Sale for Azucena Torres.
Process Grave Sale for Alicia Curiel.
Chico State Master's Program – Veteran's Binder.
Steve – Off (Vacation).
Met with Robert Thomas in regard to family grave placement. & permission for Will and Nancy to be placed Masonic Cemetery, G-3, L-135, S-7.
- 04.29.2024 - Prepare monthly warrants.
Process (2) Contract Payments – Loewen.
Process payroll warrant.
Met with Robert Thomas, brought copy of will, and gave permission for Will and Nancy Thomas to be placed at the Masonic Cemetery, G-3, L-135, S7.
- 04.30.2024 - Prepare month end sales deposit – Steve took to Willows.
Letter of Explanation to the Trustees in regard to the Casillas-Flores disinterment.
Audit requests (8 deposits).
Update Orland Cemetery District Website.

Steve -Scheduled Day Off.
Chris/Theron out at 2:00 p.m.

- 04.08.2024 - Scheduled Day Off.
- 04.09.2024 - Prepare warrants for Board Meeting.
Attended Board Meeting/Took Minutes.
Prepare all warrants for Department of Finance/Input in QuickBooks.
- 04.10.2024 - Scheduled Day Off. - Farming
- 04.11.2024 - Scheduled Day Off. - Farming
- 04.12.2024 - Scheduled Day Off. (2) Hours – Processed Payroll.
- 04.15.2024 - Family Emergency – Off. (1) Checked Office Email.
- 04.16.2024 - Family Emergency – Off. (1) Checked Office Email.
- 04.17.2024 - Family Emergency – Off. (1) Checked Office Email.
- 04.18.2024 - Processed additional Audit requests.
Geoffrey Baugher – Sales – Glue On for Delbert Baugher.
Process Pre-Need Sales – Johnson.
Processed James Johnson – Pre-Need Sale.
Processed Greg & Sherry Sims – Pre-Need Sale.
Processed Greg & Sherry Sims (Parents) Pre-Need Sale.
- 04.19.2024 - Process burial paperwork for Raymond Sousa.
Prepared deposit – took it to Department of Finance – Willows.
Burial permits – dropped off in Willows.
Prepared/Mailed Barceloux-Tibessart Utilization Report.
Process burial paperwork for Gilberto Casillas-Flores.
Process burial payment for Gilberto Casillas-Flores.
Steve - Off
- 04.22.2024 - Rough Draft of the April 9, 2024 Orland Cemetery District Board Meeting Minutes.
Reconciled March 2024 Financial Reports.
Process Maria Llamas Pre-Need Payment.
Process Geoffrey Baugher Glue on Payment.
- 04.23.2024 - Out sick.
- 04.24.2024 - Update/Schedule Burial Worksheet for Ione Kerr – May 1, 2024 – 12:00 p.m.
Process Grave Sale - Mike Criss.
Process Contract Payment Randy Tracy.