

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

October 8, 2024

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 Chair Rick Beale followed by the Pledge of Allegiance.

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 August 2024 Monthly Expenditures/Claims:

B. Approval of September 10, 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: (September)

1. Incidents/Safety Report: Incidents/Safety Report: September 24th Safety Meeting – CPR/First Aid
2. Correspondence: None.
3. Monuments/Headstones: (4) 2x4 - (1) 2x8 - (1) Glue on
4. Sales, Burials and Deposits July/August: (3) Full Burials (0) Disinterment and (3) Cremation Burials. (2) Glue On's, (0) Niche, (1) Grave with Pre-Needs, (3) New Contract #, (1) Grave Sales, (0) Pre-Needs Sale, (0) Gazebo Rental and (4) Contract payments.

B. Grounds Foreman Report (September 2024)

1. Grounds & Maintenance Report:
 - a. Removal of Maple Tree – IOOF Cemetery. It was reported by Grounds Foreman that (2) maple trees need removed, the trees are dying. This will be a winter project.
 - b. Replacement of Backhoe: Grounds Foreman reviewed with the Trustee's the options for repairs and costs. Chris will continue to get repair bids.
 - c. Ossuary Beautification Project Update: Trustee's were given a tour of the Ossuary. The installation of the plaques, sealing of the wall and sprinkler relocation are the final items to be completed.

- d. Masonic Fence Project – Discussion. Manager and Grounds Foreman are still working on a bid package.
- e. Masonic ADA Restroom – Chaney and Miller Construction will be providing a bid for this repair project.

New Business/Future Agenda Items:

- A. Orland Cemetery District 06/30/2022 Audit:** Review by Kalah Horton from Horton McNulty and Saeteurn, LLP reviewed by phone the results of the Orland Cemetery District 06/30/2022 audit. There were no finds or items of concern. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District 06/30/2022 as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.

- B. Orland Cemetery District – Groundskeeper Position:** Interim District Manager Staci Buttermore reported that interviews have been scheduled for Tuesday, October 15, 2024, beginning at 9:15 a.m.

- C. GSRMA – Approval of Memorandum of Understanding:** The Trustee’s reviewed the proposed Memorandum of Understanding with Golden State Risk Management Authority. Trustee Kevin Donnelley made a motion to approve and sign the GSRMA Memorandum of Understanding, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.

- D. Orland Cemetery District – Rules & Regulations – Review (No action):** A brief discussion was held; staff is currently working on updating the District’s Rules & Regulations. No actions was taken.

Old Business:

- A. GSRMA 18th Annual Conference 2024 – Rolling Hills Casino:** Maintenance staff and Trustees are all registered for this event that will be held October 24 & 25, 2024.

- B. Wreaths Across America – Planning for December 14, 2024:** Trustee Dottie Tefelski will be sent out donation letters to past donors.

Close session:

- A. None scheduled.

Return to open session:


- A. None scheduled.

Trustee Discussion and Comments:

There were no additional discussions or comments.

Adjournment:

Chair Rick Beale adjourned the meeting at 11:15 a.m.

Respectfully submitted by: 
Staci K. Buttermore, Board Secretary

Approved: November 12, 2024