

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

May 14, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:00 a.m. by Chair Rick Beale followed by the Pledge of Allegiance.

**Members Roll Call:** Members present, Chair Rick Beale, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. Several family members of Gilberto Casillas-Flores were present.

Chair Rick Beale made a motion to excuse the absence of Trustee Kevin Donnelley for Family Reasons, Trustee Dottie Tefelski seconded the motion. A voice vote was held, all were in favor, the motion **Passed Unanimously**.

### **INFORMATION ITEMS:**

#### **A. Managers Monthly Report:**

1. Major Purchases: There were no major purchases for the Month of May 2024.
2. Incidents/Safety Report: Groundskeeper Theron Martin found, reported, and repaired an irrigation leak at the Grave Cemetery.
3. Ground Improvement Projects & Maintenance Report:
  - Monuments placed: (2) 2x4, (2) 2x8, (0) Re-pour, (0) Veteran Plaque placed, (0) headstones placed, (2) Glue on Plaques.
  - A Stump Grinder was rented, and thirteen tree stumps were removed.

### **NEW BUSINESS/FUTURE AGENDA ITEMS:**

#### **A. Grave Relocation Request – Gilberto Casillas-Flores:**

The Flores family addressed the Board of Trustees regarding the recent interment of their family member, Gilberto Casillas-Flores. Mrs. Flores explained there had been a misunderstanding about the location of his plot and shared her reasons for choosing Gilberto's final resting place. Chairperson Rick Beale thanked Mrs. Flores for her comments and extended condolences for their family's loss. He emphasized that the District and its staff strive to ensure families are satisfied with the services provided. The Orland Cemetery staff recommended proceeding with the disinterment of Gilberto Flores. Trustee Dottie Tefelski made a motion to waive the disinterment fee and open/closing fee for the relocation interment of Gilberto Casillas-Flores. Trustee Rick Beale seconded the motion. A voice vote was held, and the motion **Passed unanimously**.

**NEW BUSINESS/FUTURE AGENDA ITEMS: CONTINUED FROM PREVIOUS PAGE)**

**B. Preliminary 2024/2025 Budget Discussion:**

Office Manager Staci Buttermore stated that the 2024/2025 preliminary budget planning has started. Staci stated that the preliminary budget will be ready for review at the Board's June 11, 2024, board meeting.

**C. Rescind Notice of Intent to Withdraw from Golden State Risk Management Authority for Fiscal Year 2024-2025:**

The Trustee's briefly discussed the District's relationship with GSRMA. Members and staff felt that the service they provide to the District continues to meet the needs of the District. Trustee Dottie Tefelski made a motion to "Rescind Notice of Intent to Withdraw from Golden State Risk Management Authority for Fiscal Year 2024-2025. Trustee Rick Beale seconded the motion. A voice vote was held, and the motion Passed unanimously.

**OLD BUSINESS:**

**A. Memorial Day Planning: May 27, 2024.**

Trustee Dottie Tefelski reported that she has not yet received a response from the Orland VFW regarding a Memorial Day Veterans Ceremony. She mentioned that she has left messages with several members but has not heard back. Staff will begin placing memorial flags on all veterans' graves starting Thursday, May 23, 2024, and the ceremonial flags will be in place by Friday, May 24, 2024. At this time, an official ceremony has not been scheduled. It was discussed that if no VFW members contract the District by May 17, 2024, this event will not take place. The District talked about being the lead organizer for this event for 2025.

**B. Discussion Orland Cemetery District 06/30/2022 Audit Update/Discussion:**

Office Manager Staci Buttermore stated that the audit process for the year ending June 30, 2022, is complete. The final report is expected to be available at the June 11, 2024, board meeting. Both the Manager and Office Manager completed the exit interview.

**C. Ossuary Beautification Project Update/Discussion:**

District Manager Steve Thomas presented the ossuary beautification plans to the Trustees. The plans include planting four trees and shrubs, updating and refreshing the ossuary wall, erecting a cross, and ordering and installing dedication plaques.

**CONSENT CALENDAR:**

**A. Approval of the April 9, 2024, Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the April 9, 2024, Board Meeting Minutes as presented, Trustee Rick Beale seconded the motion. A vote was 2-0 in favor, the motion **PASSED unanimously**.

**B. Approval of May 2024 Monthly Expenditures/Claims/Sales:**

Trustee Dottie Tefelski made a motion to approve the May 2024 Monthly Expenditures/Claims as presented, Trustee Rick Beale seconded the motion. A vote was 2-0 in favor, the motion **PASSED unanimously**.

**CLOSE SESSION:**

No session was held.

**RETURN TO OPEN SESSION:**

No session was held.

**TRUSTEE DISCUSSION AND COMMENTS:**

Trustee Dottie Tefelski and Chairperson Rick Beale thanked Cemetery Staff for the professionalism that was conducted to resolve the concerns of the Flores family.

**OFFICE MANAGER REPORT:**

- A. The Office Manager's Monthly Report was included in the agenda packed.
- B. Sales, Burials and Deposits April 2024 Burials. (5) Full Burials and (2) Cremation Burials. (1) Glue On's, (0) Niche, (3) Grave with Pre-Needs, (0) New Contract (10) Grave Sales, and (5) Contract payments.

**ADJOURNMENT:** Chair Rick Beale adjourned the meeting at 11:14 a.m.

Respectfully submitted by:

  
Staci K. Buttermore, Board Secretary

Approved by the Board of Trustees on: *June 11, 2024*