ORLAND CEMETERY DISTRICT

BOARD OF TRUSTEES – REGULAR MEETING AGENDA

Tuesday, November 10, 2026 | 9:00 a.m.
3900 County Road P, Orland, California 95963

NOTICE: 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 Board cannot act on an unscheduled item unless an applicable exception permits action. Agenda items are numbered for public identification and may be considered in a different order. Supporting materials are available for public reference during normal business hours at the District Office.

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Trustees: ☐ Chair Beale ☐ Vice Chair Donnelley ☐ Trustee Tefelski
Staff: ☐ District Manager Buttermore ☐ Grounds Foreman Ollenberger
Guests: _____ _____
_____ _____

4. PUBLIC COMMENT:

The Orland Cemetery District Board of Trustees encourages interested members of the public to address the Board on matters within the subject matter jurisdiction of the District. Members of the public may comment on agenda items or on other matters within the District's jurisdiction. For matters not listed on the agenda, state law generally prohibits the Board from discussing or taking action during this meeting; however, Trustees may respond briefly, refer the matter to staff, or request that the matter be placed on a future agenda. Public comments are limited to three minutes per speaker. Persons wishing to speak should inform the clerk in advance of the start of the meeting.

5. CONSENT CALENDAR:

Items are considered routine and non-controversial and may be approved by a single motion. A Trustee may request that an item be removed for discussion or deferred.

A. Approval of September 2026, Monthly Financial Expenditures/Claims Reports
B. Approval of October 13, 2026, Board Meeting Minutes
D. Next regular meeting: Tuesday, December 8, 2026, at 9:00 a.m.

6. INFORMATION ITEMS:

A. Manager's Monthly Report – October 2026

1. Incidents/Safety Report: None for October 2026
2. Correspondence: None for the October 2026
3. Events Scheduled/Attended: None for November 2026
4. Burial Report – October 2026: 4 full burials and 4 cremation burials
    - Ruth Eddy – 10/02/2026 – IOOF Cemetery
    - Carla Alban – 10/09/2026 – IOOF Cemetery
    - Ron Alban – 10/09/2026 – IOOF Cemetery
    - Kathy Tanson – 10/09/2006 – Masonic Cemetery
    - Gilberto Romero – 10/21/2026 – Masonic Cemetery
    - Loraine Piazza – 10/27/2006 – IOOF Cemetery

- Fay Pierce – 10/28/2026 – IOOF Cemetery
- Rosalie Olney – 10/30/2026 – Masonic Cemetery

5. Sales, Burials and Deposits – October: 4 full burials; 0 disinterment's; 4 cremation burials; 0 niches; 0 new contracts; 0 grave sales; 2 full burials; 4 cremation burial; 0 pre-need sales; 1 gazebo rentals; 0 administration fees; 1 2×4 monuments; 0 2×6 monuments; 0 2×8 monuments; 0 repour/break-out; 0 zinc vases; 0 glue-on; 1 insurance reimbursement payment and 2 contract payments.

B. Grounds Foreman Report – October 2026

1. Monuments/Headstones/Burials: See foreman's report for details
2. Grounds crew update: See foreman's report for details.
3. District Projects: Winter Projects and signage project.

7. NEW BUSINESS:

A. Orland Cemetery District 2027 Observed Holidays – Discussion/Review/Action
B. Orland Cemetery District 2027 Board Meeting Schedule – Discussion/Review/Action
C. Orland Cemetery District Proposed Large Gatherings and Events Policy – Discussion/Review/Action
D. Mortuary Operations and Coordination of Services: Discussion/Review/Action
The Board will discuss matters relating to coordination of services.
E. Wreaths Across America – Discussion/Planning.

8. OLD BUSINESS:

A. Participation in U.S. Army Donation Program – Update
- Letter to Glenn County Board of Supervisors requesting participation submitted May 14, 2026
- Received Glenn County Board of Supervisors Resolution No. 2026-053
- Application emailed to U.S. Army TACOM on August 4, 2026

B. Glenn County Indigent Burial – Tentative Update
C. Orland Cemetery District Audit 2023–2024 – Discussion/Update
D. Credit/Debit Card Payment Services – Update
E. Golden State Risk Management Authority – Annual Conference Review

9. CLOSED SESSION:

A. Public Employee Performance – Conference with District Manager regarding employee evaluations. *(Gov. Code § 54957)*

10. RETURN TO OPEN SESSION:

A. Employee Action.

11. TRUSTEE DISCUSSION AND COMMENTS:

Trustees and the District Manager may comment on District events, report on meetings and events attended, and suggest items for future Board consideration.

A. Trustee Comments and Event/Function Report-Out
B. District Manager Comments and Event/Function Report-Out

12. UPCOMING CONFERENCES / TRAINING:

A. Wreaths Across America – December 19, 2026.

13. ADJOURNMENT:

ACCESSIBILITY: Any person with a disability who requires accommodation to participate in the meeting should telephone the District Cemetery Office at (530) 865-3880 at least 48 hours prior to the meeting to request disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Orland Cemetery District and that the foregoing agenda was posted on the District's website (https://www.orlandcemeterydistrict.com) and at the District office on **Thursday, November 5, 2026.**

Staci K. Buttermore, Board Secretary

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