

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

March 12, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:04 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, and Office Manager Staci Buttermore. There were no members of the public present and no public comments.

CONSENT CALENDAR:

A. Approval of the February 13, 2024, Board Meeting Minutes:

Trustee Kevin Donnelley made a motion to approve the February 13, 2024, Board Meeting Minutes as presented, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor, the motion **PASSED unanimously**.

B. Approval of February 2024 Monthly Expenditures/Claims/Sales:

Trustee Kevin Donnelley made a motion to approve the February 2024 Monthly Expenditures/Claims/Sales as presented, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor, the motion **PASSED unanimously**.

INFORMATION ITEMS:

A. Managers Monthly Report:

1. Major Purchases: There we no major purchases for the Month of February 2024.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report:
 - The manager will be out from February27, 2024 through April 1, 2024.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Consideration of Notice of Intent of coverage by Golden State Risk Management Authority for Fiscal Year 2024-2025:

Trustee Kevin Donnelley made a motion to approve the Notice of Intent of Coverage to withdraw for fiscal year 2024-2025 (Golden State Risk Management Authority), Trustee Dottie Tefelski seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously**.

B. Orland Cemetery District – Resolution No. 2024-03-12 to Transfer Funds:

The Orland Cemetery District received grant monies from the County of Glenn in the amount of \$5,646.01. These funds are designated for the Orland Cemetery Ossuary Beautification Project. This resolution would transfer these funds from Miscellaneous Revenue 74112 to Special Department Expense 03280. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District's Resolution No. 2024-03-12 to transfer funds, Trustee Kevin Donnelley seconded the motion. The vote was 3-0 in favor, the motion **PASSED unanimously**. (Beale – Yes, Donnelley – Yes and Tefelski – Yes)

C. G.S.R.M.A. Board of Directors Election Ballot:

Trustee Kevin Donnelley made a motion to submit the G.S.R.M.A. Election Ballot, with the vote going towards the Orland Cemetery District incumbent Rick Beale, Trustee Dottie Tefelski seconded the motion. The vote was 2-0 in favor, with Chair Rick Beale abstaining from the vote.

D. Proposed Orland Cemetery District Payment Policy:

Office manager Staci Buttermore explained to the District Trustees the cost and time staff is spending when it comes to returned checks. Staci stated that she had reached out to other districts and their payment policies. Most Districts do not take personal checks for burial services. Office manager Staci Buttermore presented the proposed Orland Cemetery District Payment Policy. This policy states the form of payment that would be accepted by the Orland Cemetery District. The District would only accept "Cashiers Checks" and "Money Orders" for burial services. Personal checks would still be accepted for Pre-Need and Contract Payments. Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District Payment Policy as presented, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor. **PASSED unanimously**.

E. Orland Cemetery District Landscape Timer:

(3) Quotes were received for the replacement of the landscape timer at the IOOF Cemetery.

1. Sprinkler Pro - \$1,526.00
2. Lely's - \$3,130.44
3. de Jong Irrigation - \$1,326.00

Trustees reviewed each of the proposals. A motion was made by Trustee Kevin Donnelley to accept proposal #1 from Sprinkler Pro in the amount of \$1,526.00, staff is directed to verify that their license is current and in good standing, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor. **PASSED unanimously**.

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

F. Summer Hours for Groundskeepers:

Office Manager Staci Buttermore reported that she had discussed summer hours with the groundskeepers. It was suggested by one that these hours be established for the full summer (June 1, 2024 – September 1, 2024). Many District that are affected by hot temperatures over 85 degrees do have summer hours and perform burials early starting at 9:00 a.m. and ending at 12:00 noon. This is done to protect the employees and families from heat illnesses. It was discussed that having various hours may be better for our families/clients. This item will be placed on the April 9, 2024, Board Meeting Agenda for further discussion.

G. Orland Cemetery District Job Descriptions:

Office Manager Staci Buttermore submitted for the Trustees review updated job descriptions. These descriptions better reflect the duties of the employees. The District's current job descriptions are outdated and do not reflect the positions of current employees. Trustees asked for additional time to review the newly proposed descriptions. This item will be placed on the April 9, 2024, Board Meeting Agenda for further discussion.

OLD BUSINESS:

A. Ossuary Beautification Project Discussion/Planning:

District Manager Steve Thomas is out of the office until April 1, 2024, and no update was available for this meeting. This item will be placed on the April 9, 2024, Board Meeting Agenda for further discussion.

B. Barceloux-Tibessart Foundation 2024 Grant Planning:

Trustee Dottie Tefelski stated that the 2023 Grant is still being worked on. Obtaining Veteran markers is a slow process. Dottie recommended that no application for 2024 Barceloux-Tibessart grant be submitted. It was agreed upon that the Veteran Beautification be revisited for the 2025 grant year.

C. Golden State Risk Management Authority:

Office Manager Staci Buttermore stated that the District's 2023/2024 RMAP Application has been submitted along with the additional information that was requested.

OLD BUSINESS: (Continued from previous page)

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

Office Manager Staci Buttermore stated that the audit process for year ending 06/30/2022 has begun.

CLOSE SESSION:

No session was held.

RETURN TO OPEN SESSION:

No session was held.

TRUSTEE DISCUSSION AND COMMENTS:


A. Monthly Safety Meeting – Trustee Kevin Donnelley:

1. Cemetery Worker Safety – Meeting held on March 5, 2024.

OFFICE MANAGER REPORT:

- A. The Office Manager's Monthly Report was included in the agenda packed.
- B. February 2024 Burials. (9) Full Burials and (2) Cremation Burials.
- C. Staci will be attending the CAPC Annual Conference in San Diego – March 14 -16, 2024. This conference will be focusing on: *Heat-Illness Prevention Training, *Know your Legislators, *Ethics Training, *Workplace Violence, *Problem Solving and meetings with vendors. There will also be a Public Cemetery Alliance Board Meeting. Staci will be flying to the conference.

ADJOURNMENT: Chair Rick Beale adjourned the meeting at 10:43 a.m.

Respectfully submitted by: 
Staci K. Buttermore, Board Secretary

Approved by the Board of Trustees on: April 9, 2024