**ORLAND CEMETERY DISTRICT**

Board of Trustees Meeting Minutes

Tuesday, April 8, 2025

9:00 a.m.

A meeting of the governing Board of the Orland Cemetery District (OCD) was held at the Orland Cemetery District Office, located at 3900 County Road “P”, Orland, California 95963 at 9:00 a.m.

Public Notices were posted by the Secretary of the Board on Thursday, April 3, 2025, at the following locations:

1. OCD Office – 3900 County Road “P”, Orland, CA 95963
2. The OCD website – <http://orlandcemeterydistrict.com>

**CALL TO ORDER, ROLL CALL**

Chair Rick Beale called the meeting to order at 9:00 a.m., those in attendance were as follows:

**Trustees present:**

Rick Beale, Chair

Kevin Donnelley, Vice-Char

Dottie Tefelski, Trustee

**Additional participants:**

Staci Buttermore, District Manager/Secretary of the Board

Chris Ollenberger, Grounds Foreman

**Public present:**

Nancy Overton, representing George & JoAnn Overton.

**FLAG SALUTE**

**PUBLIC COMMENTS**

None

**ADJUSTMENT TO AGENDA:**

In consideration of scheduling constraints of invited guest, Nancy Overton, the Board approved the adjustment of meeting agenda, moving Agenda Item 7-A, to the beginning of the meeting.

***Motion:*** *To move item 7-A to the beginning of the meeting, following public comments.*

Motion: Donnelley – Move approval

Second: Tefelski

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

**5. CONSENT CALENDAR**

**A. Financial Expenditures/Claims Report: (TABLED)**

1. Approval of March 2025 Monthly Expenditures -Check transactions as detailed.

2. Approval of Reconciled March 2025 reports.

* + - * 1. Income/Expenses Monthly Report (March 2025)
        2. Grave Sales Monthly Report (March 2025)
        3. Monthly Sales Tax Report (March 2025)
        4. Monthly Un-Earned Revenue Deposits (March 2025)
        5. Profit & Loss Budget vs. Actual (March 2025)

**B. Trustee Minutes:**

1.Board Meeting – March 11, 2025

***Motion:*** *To approve April 8, 2025, consent calendar, with item A being tabled.*

Motion: Donnelley – Move approval – Minutes only.

Second: Tefelski

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

**6. INFORMATION ITEMS:**

1. **Manager’s Monthly Report: (April 2025)** (Submitted with Agenda posting)
2. Incidents/Safety Report: Raigoza Plot Relocation – Discussion/Update.

Headstone and monument pad have been relocated and new 2x4 has been added.

1. Correspondence: OCD has received a Loss Prevention Subsidy reimbursement from Golden State Risk Management Authority.
2. Orland Cemetery District Audit 2023-2024: District audit has begun and requested documentation has been submitted.
3. Burial Report (March 2025): (No Veterans were interred for the month of March 2025)

* 03/04/2025 – Keith Rawlings
* 03/13/2025 - Verna Deleray
* 03/14/2025 – Santos Garza

1. Sales, Burials and Deposits January: (2) Full Burials (0) Disinterment and (1) Cremation Burials, (0) Niche, (3) Grave with Pre-Needs, (1) New Contract #, (2) Grave Sales, (1) Pre-Needs Sale, (0) Gazebo Rental, (3) 2x4 Monuments, (2) 2x8 Monuments, and (16) Contract payments.
2. **Grounds Foreman Report (April 2025)** (Submitted with Agenda posting)
3. Monuments/Headstones: (5) – 2x4, (1) – 2x8, (1) Glue On, (0) 2x2
4. Winter Projects: Groundskeepers have started the new trash removal area. The concrete slap has been poured.

**7.**  **NEW BUSINESS:**

1. **George Overton monument pad revision request by Nancy Overton.**

Ms. Overton presented to the Board of Trustees a request to have the 2x8 monument pad that was installed for her father’s headstone (George Overton), removed and a new 2x6 monument pad be installed. Ms. Overton is requesting this on behalf of her mother JoAnn Overton and her siblings. The reason for the request is the current 2x8 does not match the layout that her other family members have. The District Manager informed the Trustees that the 2x6 monument pad was discontinued in 2022 because it presented several challenges, including alignment issues, increased maintenance and inconsistencies in headstone rows. Grounds Foreman Chris Ollenberger explained to Ms. Overton and the Trustees, that to maintain uniformity and improve overall cemetery upkeep the District now exclusively install concrete base slabs in 2-foot, 4-foot, 8-foot lengths and no longer has a 2x6 form. Ms. Overton stated that her family would be willing to provide funding for a new form, along with the costs of replacing the 2x8 monument pad.

The Board of Trustees felt that under the circumstances Ms. Overton’s request was reasonable. Staff were instructed to provide Ms. Overton with the costs of the new form, and the fee’s associated with replacing the 2x8 pad.

***Motion:*** *To direct staff to construct a 2x6 monument pad, for the placement of George & Joanne Overton’s headstone. This is a one-time exception. This is based on the following fee being paid in full by the Overton family:*

* *2x6 Form (Labor & Materials): $125.00*
* *Breakout Fee: 60.00*
* *2x6 Monument Pad: $200.00 - Veteran Fee*
* *(2) Zinc Vases: $150.16*

**Total Cost: $535.16**

Motion: Tefelski – Move approval

Second: Donnelley

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

1. **Orland Cemetery District Records Retention Schedule:**

The Orland Cemetery District’s Record Retention Schedule Policy outlines the guidelines for managing, storing, and disposing of the District’s records in compliance with legal, administrative, and operational requirements. The policy ensures that records are retained for appropriate time periods based on their category—such as financial, administrative, or burial-related documents—and are securely disposed of once they are no longer needed. This approach promotes transparency, protects sensitive information, and supports the efficient operation of the District.

***Staff Recommendation:*** *Staff is recommending the Board approve the Orland Cemetery District’s proposed Record Retention Schedule policy.*

***Financial Analysis:*** *There is no known financial impact resulting from this action.*

***Motion:*** *To adopt the proposed Orland Cemetery District Records Retention Schedule as presented.*

Motion: Tefelski – Move approval

Second: Donnelley

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

1. **Orland Cemetery District Purchasing & Contracting Policy:**

The **Orland Cemetery District Purchasing and Contracting Policy** outlines the procedures and guidelines the District follows when buying goods or services and entering into contracts. This policy is to ensure that all purchasing and contracting activities are transparent, cost-effective, and compliant with applicable laws and regulations.

***Staff Recommendation:*** *Staff recommending the Board approve the Orland Cemetery District proposed Purchasing & Contracting Policy.*

***Financial Analysis:*** *There is no known financial impact resulting from this action.*

***Motion:*** *To adopt the Orland Cemetery District Purchasing & Contracting Policy as presented.*

Motion: Donnelley – Move approval – Minutes only.

Second: Tefelski

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

1. **Orland Cemetery District Mission and Vision Statements:**

The Orland Cemetery District has developed a proposed vision and mission statement to better reflect its commitment to serving the community with dignity, respect and care.

***Orland Cemetery District Mission Statement:***

"The Orland Cemetery District is committed to providing a peaceful, dignified, and well-maintained resting place for our community’s loved ones. We honor the past, serve the present, and preserve the future by upholding our historical and cultural heritage while ensuring a serene environment for reflection and remembrance. Through thoughtful stewardship and sustainable practices, we strive to maintain the beauty, integrity, and trust of our community for generations to come."

***Orland Cemetery District Vision Statement:***

"Our vision is to be a model of excellence in cemetery care, preservation, and service, ensuring that the Orland Cemetery District remains a place of peace, dignity, and remembrance for generations to come. Through compassionate service, thoughtful stewardship, and sustainable practices, we aspire to provide a serene and welcoming environment where families can honor their loved ones with trust and confidence. We are dedicated to preserving our rich history while embracing innovation to meet the evolving needs of our community."

***Motion:*** *To approve the Orland Cemetery District Mission and Vision Statement as presented.*

***Financial Analysis:*** *There is no known financial impact resulting from this action.*

Motion: Tefelski – Move approval

Second: Donnelley

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

1. **Five Star Banking:**

District Manager Staci Buttermore informed the board that while attending the PCA conference she met Logon Montgomery and Reagan Ballo from Five Star Banking. They specialize in providing banking needs for Special Districts. District Manager Buttermore asked the Trustee’s if a meeting could be set up to discuss their services. Trustees agreed that this meeting could be beneficial for the District. Staci will set this meeting up for the Board’s May 12, 2025, meeting.

1. **Orland Cemetery District Resolution 2025-04-11 “Purchase of JCB Backhoe”**

The District is purchasing a new JCB Backhoe, serial number 3360637, in the amount of 140,294.41, a 72-Month 0% lease, with a $1.00 buyout. This purchase is to meet the California Air Resource Board’s regulation.

***Staff Recommendation:*** *Staff recommend the purchase of JCB 3CX 1264WM backhoe, Sourcewell #25SW-BHLI, 72 months, 0% financing, with monthly/annual payments. The total cost was $140,294.41.*

***Financial Analysis:*** *Funding for this purchase was appropriated in the 2024-2025 budget, with additional monthly payments being appropriated for the 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030, and district budgets. The monthly payment is $1,948.53 with the annual total not to exceed $23,500.00 each year; and Funding for this expenditure is represented in the District’s approved 2024-2025 budget. Budget code: 07360 Special Dept. Equipment. Total cost of backhoe $140,294.41 + $1.00 buyout.*

***Motion:*** *To approve the purchase of a JCB 3CX 1264WM backhoe, for the amount of $140,294.41. With monthly payments being made in the amount of $1,948.53 for 72 months. Budget appropriations not to exceed $23,500 for budget years: 2025-26, 2026-27, 2027-28, 2028-29, and 2029-30.*

Motion: Tefelski – Move approval

Second: Donnely

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

1. **Orland Cemetery District Cemetery Software Program:**

The District Manager informed the Trustees that she has met with (3) software companies that specialize in Cemetery Software programs. She is hoping to provide the Trustees with an overview of each of the programs and their related costs at the May 12, 2025, board meeting.

**8. Old Business:**

1. **Orland Cemetery District Rules and Regulations (Markers):**

District Manager, Staci Buttermore recommended an amendment to the District’s Rules and Regulations regarding the size of monument pads that are offered by the District. This recommendation is to clarify why the District only offers the following sizes: 2x2, 2x4 and 2x8.

These sizes are to maintain uniformity and improve overall cemetery upkeep.

***Financial Analysis:*** *There is no known financial impact resulting from this action.*

***Motion:*** *To approve the amendment to the District’s Rules and Regulations regarding the size of monument pads. The monument pads that will be offered by the District will be 2x2, 2x4 and 2x8.*

Motion: Donnelley – Move approval

Second: Tefelski

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

1. **Orland Cemetery District Pre-Need Contract Policy:**

District Manager Staci Buttermore presented a new “Pre-Need Contract Policy”. This policy ensures proper management and administration for pre-need contracts. This policy outlines procedures for contract maintenance, delinquent accounts, and re-establishment of contracts that have lapsed.

***Financial Analysis:*** *There is no known financial impact resulting from this action.*

***Motion:*** *To approve the Orland Cemetery District’s Pre-Need Contract Policy as presented.*

Motion: Tefelski – Move approval

Second: Donnelley

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

**9. & 10. Close session****:**

None was conducted.

**11. Trustee Discussion and Comments:**

**A. Trustee Comments and Event/Function Report Out:**

No report.

**B. District Manager Comments and Event Report Out:**

District Manager Staci Buttermore reported that she recently attended the CAPC Annual Conference, in Monterey, which proved to be valuable and productive experience. During the event, she had the opportunity to connect with representatives from a financial institution and several cemetery software companies. These new contacts may lead to beneficial partnerships and improved operational tools in the future. Overall, she found the conference to be worthwhile, providing both insight and networking opportunities relevant to the district's ongoing needs and goals. She also thanked the Trustee’s for their support in attending this conference.

**12. Upcoming Conference/Training:**

1. Roseville Cemetery’s Equipment Show & Safety Training: Friday, April 25, 2025.

**13. Adjournment:**

Chair Rick Beale adjourned the meeting at 11:31 p.m.

Respectfully submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staci K. Buttermore, Board Secretary

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_