

ORLAND CEMETERY DISTRICT

November 14, 2023

9:00 A.M.

I.O.O.F Cemetery

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

AGENDA

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 public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of a least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.

A. Call to order:

B. Pledge of Allegiance:

C. Roll call:

D. Public comment on any agenda item – Open or Closed:

The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.

E. Information Items:

A. Managers Monthly Report:

1. Sales, Burials, Safety Report, Major Purchases:
October Burial Report: (2) Full Burials and (1) Cremation Burials.
2. Incidents/Safety Report:
3. Correspondence:
4. Grounds & Maintenance Report:
5. Old Business Updates:

F. New Business:

- A. Steve Woods, G.S.R.M.A. – RMAP Program.
- B. Electing Workers Compensation Coverage for Unpaid Volunteers Resolution No. 2023-11-14-01
- C. Ruiz Memorial Bench Proposal.

G. Old Business:

- A. Orland Cemetery District Indigent Burial Program Update.
- B. Orland Cemetery District 06/30/2022 & 06/30/2023 Audit Update/Discussion:
- C. New Masonic Building Proposal: Discussion.
- D. Graves Cemetery Expansion Update:
- E. Wreaths Across America: Planning for December 16, 2023, Ceremony.

H. Consent Calendar:

- A. Approval of the October 10, 2023, Board Meeting Minutes:
- B. Approval of September 2023 Monthly Expenditures/Claims: (Tentative)

I. Close session:

- A. Employees Evaluation Review.

J. Return to open session:

- A. Report any action.

K. Trustee Discussion and Comments/Future Agenda Items:

L. Staff Reports:

- A. Office Managers Report:

M. Adjournment:

This Agenda was posted this 3rd day of November 2023 by Staci K. Buttermore, Office Manager.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis, of race, color, national origin, age, disability, sex, and family status (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write, USDA, Director, Office of Civil rights, 1400 Independence Avenue, S.W., Washington D.C. 00520-9410, or call (800)- 795-3272 (voice) or (202)-720-6382 (TDD).

Manager's Report October 2023

Burials for the Month of October are enclosed with packet

Monument Settings

()2X2 (2)2X4 (1) 2X8 () Glue on Plaque

10/2 Worked on and completed form for the slab for the monuments to stage, while waiting for placement, next to the fuel cage. Waiting for the opportunity to pour the slab.

10/5 Two employees were selected for DOT random drug testing. Testing was completed by Enloe Medical Center at 10:00am.

10/13 The concrete slab was poured, it took three corning lumber mixers to complete.

10/16 Replaced driver side exterior door handle on the 2004 F-250.

10/19-20 Trustees and manager attended GSRMA training at Rolling Hills Casino.

10/24 New chain-link fence around monument staging area was installed. Met with a family wanting to purchase benches and requesting permission for placement.

10/25 Located septic tank and uncovered lids at the Masonic Cemetery.

10/30 Nor-Cal Septic pumped the septic tank at the Masonic Cemetery. Back filled the hole exposing septic lids.

October 2023

Burials

Last Name	First Name	Date of Birth	Date of Death	Cemetery	Grave(s)	Lot(s)	Section(s)	Burial Date	Veteran Status	Authorizer	Address	City	State	Zip	Authorizer Relationship
Gillispie	Richard	01/08/1950	09/03/2023	Odd Fellows	4	19	6	10/11/2023	Unknown	Debbie Olmsy	320 N. Shasta St.	Orland	CA	95963	Step Daughter
Gonzalez	Jose	09/28/1940	10/05/2023	Catholic	3	82-A	1	10/14/2023	Unknown	Florantina Gonzalez	320 N. Shasta St.	Willows	CA	95988	Wife
Gliknson	Kathryn	07/04/1931	10/17/2023	Odd Fellows	4	35	5	10/27/2023	No	Sharon Stammel	738 Mayhews Lnding Rd.	Newark	CA	94560	Daughter

**ORLAND CEMETERY DISTRICT
BOARD OF TRUSTEE
RESOLUTION NO. 2023-11-14-01**

ELECTING WORKERS' COMPENSATION COVERAGE FOR UNPAID VOLUNTEERS

WHEREAS, the California Labor Code provides, with certain exceptions, that volunteers providing services to government agencies are not covered under California Workers' Compensation insurance; and

WHEREAS, Labor Code section 3363.5 authorizes public agencies, through action by resolution, to provide such volunteers with workers' compensation coverage while they are acting for or on behalf of the agency; and

WHEREAS, the members of the Board of Trustees of the Orland Cemetery District serve without compensation and, therefore, are not considered employees eligible for workers' compensation coverage; and

WHEREAS, the Board of Trustees finds that the services provided by the members of the Board benefit the Orland Cemetery District and its citizens; and

WHEREAS, the Board of Trustees has considered the desirability of providing workers' compensation coverage to the members of the Board while they are providing services for or on behalf of the District, including attending conferences and training programs,

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Orland Cemetery District:

1. That, pursuant to California Labor Code § 3363.5, the unpaid members of the Board of Trustees of the Orland Cemetery District are deemed employees of the District for purposes of Workers' compensation coverage while performing services for or on behalf of the District, including attending conferences and training programs, effective as of the date of this Resolution.

On a motion by Trustee _____, seconded by Trustee _____, the foregoing resolution was passed and adopted this ____th day of _____, 2023, by the following vote, to wit:

Ayes: _____, _____, _____

Noes: _____

Absent: -0-

Attested by:

Steve Thomas

By: _____
Rick Beale, Chairperson
Orland Cemetery District
Board of Trustees

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

October 10, 2023

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 Chairperson Rick Beale followed by the Pledge of Allegiance.

Members Roll Call: Members present, Chairperson Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. There were no members of the Public present.

INFORMATION ITEMS:

A. Managers Monthly Report:

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases: September 2023:** (4) Full Burials and (2) Cremation Burials.
2. **Incidents/Safety Report:** None for the month of September 2023.
3. **Correspondence:** None for the month of September 2023.
4. **Grounds & Maintenance Report:** Manager Steve Thomas reported that the forms for the monument staging area concrete pad has been completed. The crew plans to pour the concrete on October 12, 2023.
5. **Old Business Updates:** The power poles for Graves parking lot have been acquired. Grounds crew will place the poles at a later date.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Notice of Rejection of Claim Letter:

The Orland Cemetery District along with 3,000 California Public Entities received a "Notice of Complainant's Attorney" CRD Matter Number 202306-20925508 Right to Sue: McCormick/California Public Employee's Retirement System et al. Staff has been advised by Golden State Risk Management Authority to respond back with a "Notice of Rejection of Claim." Trustee Kevin Donnelley made a motion to send a "Notice of Rejection of Claim Letter", Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously.**

- #### **B. Wreaths Across America:** Trustee Dottie Tefelski reported that donation letters have been sent out and many have already been received back. Office Manager Staci Buttermore reported that a press release about Wreaths Across America will be published in the Glenn County Farm Bureau October/November Newsletter and invitation letters have been prepared for dignitaries with a November 1, 2023, mailing date.

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

C. Golden State Rick Management Authority Board Elections:

Chairman Rick Beale reported that G.S.R.M.A. is soliciting nominations for their Board of Directors. Chairman Beale would like to continue to serve. Staff was directed to notify G.S.R.M.A. that the Orland Cemetery District would like to nominate Rick Beale.

OLD BUSINESS:

A. Orland Cemetery District Indigent Burial Program Update:

It was reported that the Glenn County Board of Supervisor's approved the placement of 38 indigents in the Orland Cemetery District Ossuary and the private donation will be distribute to the Orland Cemetery District for beautification purpose of the Ossuary. Manager, Steve Thomas reported that he has meant with Jeff Rogers about the cleaning and repainting of the book at the Ossuary and plans are being made to remove the tree. Staff will continue to prepare beautification plans to present to the Trustees at a later date.

B. Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:

Office Manager Staci Buttermore reported that the 06/30/2021 audit has been finalized. The Director's Report was submitted to the Trustees for their review. A motion was made by Dottie Tefelski to accept the Orland Cemetery District 06/30/2021, motion was seconded by Trustee Kevin Donnelly. A vote was 3-0 in favor, the motion **PASSED unanimously**.

C. Graves Cemetery Expansion:

Trustee Kevin Donnelley reported that he is still working on a possible land donation to the Orland Cemetery District and will report back at the November 14, 2023, board meeting.

CONSENT CALENDAR:

A. Approval of the September 12, 2023, Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve the July 11, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

B. Approval of August 2023 Monthly/Expenditures/Claims:

Trustee Kevin Donnelly made a motion to approve the August 2023 Monthly/Expenditures, Trustee Dottie Tefelski seconded the motion. resentent, Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

CLOSED SESSION: Meeting was adjourned to closed session at 10:01 a.m.

A. Employee Evaluation Review:

RETURN TO OPEN SESSION: Chairperson Rick Beale returned the meeting to open session at 10:48 a.m.

A. Employee Evaluation Review:

The Manager noted that both groundskeeper employees have finished another full year of service with the District. Trustees reviewed each of the employee evaluation reviews. Staff was given direction to follow up on an employee's disciplinary action and report back at the November 14, 2023 Board Meeting if that employee had completed all action required. The Trustees did approve a raise for Chris Ollenberger based on his respective merit and performance review.

TRUSTEE DISCUSSION AND COMMENTS:

None.

STAFF REPORTS:

A. Office Manager:

Office Manager reported that she has been working on the District's By-Laws, Policy & Procedures and Employee Handbook. She also reported that she will be attending a Clerk's Conference the week of November 6, 2023, in Monterey.

ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 11:01 a.m.

Respectfully submitted by: _____

Staci Buttermore, Office Manager

Approved by the Board of Trustees on: _____



ORLAND CEMETERY DISTRICT

P.O. Box 424

Orland, Ca. 95963

Phone: 530-865-3880

Fax: 530-865-8831

E-mail: orlandcemdist@gmail.com

OCTOBER 2023

**Orland Cemetery District's
Office Manager Monthly Report**

- 10.02.2023** – Submitted Wreaths Across America Press Release to Farm Bureau.
Prepared Wreaths Across America Elected Official Invite Letters.
Prepared the October 10, 2023, Board Meeting Agenda.
Met with Calhoun Family for Pre-Need/Grave Sale.
- 10.03.2023** – Reconciled August 2023 Financials.
Processed Warrants.
Processed Passport DOT Paperwork.
Posted October Meeting Agenda.
Distributed October Agenda/Packets to Trustees.
- 10.04.2023** - Processed Warrants.
Set up New Contract #2925 – Steve & Marchelle Poitra.
Completed/Submitted Monthly Pesticide Report.
Burial Quote/Letter for Joan Stedman.
Locate Grave for Roberta Petersen/Robin Petersen – Marked Grave.
Review Audit Paperwork.
Worked on Orland Cemetery District Employee Manual.
Worked on Employee Action Forms.
- 10.05.2023** - Prepared Agenda Packet for Trustee's Binders.
Provide Additional Information for Audit 20/21.
Processed Warrants.
Complete Employee Evaluations/Employee Action Forms.
Letter to Sharron Ibarra in regards Plot Ownership.
Process Payroll Warrant, PPE 09/30/2023.
- 10.06.2023** - Processed Pre-Need Payment for Carol Sherrill.
Met with Brenda Cabral – Review Pre-Need Payments.
Completed Employee Evaluations and Emailed to Trustees.
Processed Refund for Luzia Vaz for Monument Setting.
Processed Contract Payment for Daniel Gomez.
Quote for Rogelio Martinez.

- 10.09.2023 – Completed and Submitted Annual Reporting Transmittal (Government Fleet Smog Check Program) Reporting Year 2023.
Processed Warrants.
Responded to Audit Request.**
- 10.10.2023 – Prepared for Monthly Board Meeting.
Took minutes for Monthly Board Meeting 9:00 a.m. -11:04 am
Uploaded approved September Board Meeting Minutes to Website.
Emailed Erica Forster in regards to Rick Beale’s nomination for the GSRMA Board of Directors.
Processed Burial Payment for Richard Gillispie.
Processed Pre-Need Payment for Martinez.
Processed Warrants.
Sent Notice of Rejection Letter to Brenda at GSRMA.**
- 10.11.2023 - Transcribed the October 10, 2023 Board Meeting Minutes.
Processed Burial Paperwork for Richard Gillispie.
Completed / Combined Chris Ollenberger Employee Evaluation.
Quote for Carol Calhoun.
Pre-Need Quote Charlene Rodgers.
Place order for Steve – Door handle for Chris’s truck.
Follow Up with Craig Erickson – Cancelling Pending Service.**
- 10.12.2023 - Pre-Need Arrangements for Charlene Rodgers.
Process Ollenberger’s employee action form.
Process burial arrangements for Jose Gonzalez.
Prepare Employee Timesheets.**
- 10.13.2023 – Processed Payroll for PPE 10/14/2023.
Processed Contract Payment – Snow/Walker.
Processed Burial Payment for Jose Gonzalez.
Processed Contract Payment – Josefina Gonzalez.**
- 10.16.2023 – Out of Office – Vacation.
10.17.2023 - Out of Office – Vacation.
10.18.2023 - Out of Office – Vacation.
10.19.2023 – Out of Office – Vacation.
10.20.2023 - Out of Office – Vacation.
10.23.2023 - Out of Office – Dental**
- 10.24.2023 – Prepare District Deposit
Process Irvin Contract Payment.
Prepare Hunt & Sons Warrant.**

10.25.2023 – Process PG & E Warrant

Met with Parker Family – David Parker

Met with Bertha Ruiz – Memorial Bench Project.

Worked on District Bylaws, General Provisions and Government.

10.26.2023 – Worked on District Bylaws, General Provisions and Government.

2:00 p.m. Zoom meeting with Special District Pre-Training Conference.

10.27.2023 – 8:00 am Appointment: Carmen Llamas -2 Graves Sold

Processed Payroll for PPE 10/28/2023.

Letter to Brenda Gibson Allen for Transfer of Contract to Brian Smith.

Processed Burial Paperwork/Payment for Kathryn Gilkinson.

10.30.2023 – Out Sick.

10.31.2023 – Out Sick.