

## **ORLAND CEMETERY DISTRICT**

### **Board of Trustees Meeting Minutes**

February 13, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:07 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, Manager Steve Thomas, and Office Manager Staci Buttermore. There were no members of the public present and no public comments.

#### **INFORMATION ITEMS:**

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

1. Major Purchases: There were no major purchases for the Month of January 2024.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report:
  - Tree Removal Under Power Lines.
  - The manager will be out 02/27/2024 for approximately 2 weeks.

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

##### **A. Adopt Updated Third Party Claims Against the Orland Cemetery District Policy:**

Trustee Dottie Tefelski made a motion to approve the updated "Third Party Claims Against the Orland Cemetery District Policy" as presented and published, Trustee Kevin Donnelley seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously**.

##### **B. Approve Updated Orland Cemetery District Emergency Action Plan Policy:**

Trustee Kevin Donnelley made a motion to approve the updated "Orland Cemetery District Emergency Action Plan Policy" Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously**.

##### **C. Appoint Orland Cemetery District Safety Committee:**

Chairperson Rick Beale appointed Trustee Kevin Donnelley and Manager Steve Thomas to the Orland Cemetery District Safety Committee.

##### **D. GSRMA Notice of Intent – Discussion Only**

Chairperson Rick Beale explained why the Orland Cemetery District sends a letter of withdrawal each year. The Trustees agreed to continue this process.

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

- E. Appointment Confirmation – Dottie Tefelski – 4-Year Term 01/01/2024 – 01/03/2028:**  
Chairperson Rick Beale and District staff congratulated Trustee Dottie Tefelski on her reappointment to the Orland Cemetery District Board.
- F. Approve the 2024 Golden State Risk Management RMAP Program Application:**  
Office Manager Staci Buttermore reported that the RMAP Application has been completed and is ready to be submitted. Trustee Dottie Tefelski made a motion to approve the 2024 Golden State Risk Management RMAP Program Application Trustee Kevin Donnelley seconded the motion, a voice vote was held, all were in favor, the motion **Passed unanimously**.

**CONSENT CALENDAR:**

- A. Approval of the January 9, 2024, Board Meeting Minutes:**  
Trustee Kevin Donnelley made a motion to approve the December 12, 2023, Board Meeting Minutes as presented, Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.
- B. Approval of December 2023 Monthly Expenditures/Claims/Sales:**  
Trustee Kevin Donnelley made a motion to approve the December 2023 Monthly Expenditures/Claims/Sales as presented, Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.
- C. Approval of January 2024 Monthly Expenditures/Claims/Sales:**  
Trustee Kevin Donnelley made a motion to approve the January 2024 Monthly Expenditures/Claims/Sales as presented, Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

**OLD BUSINESS:**

- A. Barceloux-Tibessart Foundation 2023 Grant Utilization Report:**  
Trustee Dottie Tefelski and Office Manager Staci Buttermore will be completing this report. The Grant Utilization Report needs to be completed by May 1, 2023.
- B. Orland Cemetery District – 100 Year Anniversary: (Planning/Discussion/Updates):**
- Proposed Centennial Coin Design Contest – Tabled
  - Discussion on a “Brick” Fundraiser.

**OLD BUSINESS:** (Continued from previous page)

**C. Masonic Building Repair Proposal/Discussion:**

Manager Steve Thomas reviewed the estimate that was received from Channey & Miller Construction. No further action was taken.

**D. Discussion Orland Cemetery District 06/30/2022 & 06/30/2023 Audit Update/Discussion:**

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

**E. Orland Cemetery District Indigent Burial Program Update:**

The Orland Cemetery District has received funds from Glenn County for the Ossuary Beautification Project. Staff will start scheduling the project.

**CLOSE SESSION:**

No session was held.

**RETURN TO OPEN SESSION:**

No session was held.

**TRUSTEE DISCUSSION AND COMMENTS:**

Trustee Dottie Tefelski has contacted the VFW and has invited them to conduct the Memorial Day program. At this time Trustee Dottie Tefelski has not heard back from the VFW.

Orland Cemetery District Trustee's completed FORM 700 and are on file at the Orland Cemetery District's office located at 3900 County Road P, Orland, CA 95963.

**OFFICE MANAGER REPORT:**

- A. The Office Manager's Monthly Report was included in the agenda packed.
- B. January 2024 Burials. (3) Full Burials and (2) Cremation Burials.
- C. Correspondence: Office Manager Staci Buttermore has received a grant from the California Association of Public Cemeteries. This grant covers conference registration (\$554) and lodging (\$693). This grant is for Staci to attend their 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.
- D. Golden State Risk Management Authority: Office Manager updated the Trustee's that the Veteran Monuments have been added to the District's insurance policy.

**ADJOURNMENT:** Chair Rick Beale adjourned the meeting at 11:02 a.m.

Respectfully submitted by: \_\_\_\_\_  
*Staci K. Buttermore, Board Secretary*

Approved by the Board of Trustees on: \_\_\_\_\_