

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

December 13, 2022

9:00 A.M.

I.O.O.F Cemetery

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

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 Administrative Assistant Staci Buttermore.

There were no Public members present.

Consent Calendar:

- A. Approval of the November 8, 2022 Board Meeting Minutes:** Trustee Kevin Donnelley made a motion to approve the November 8, 2022, Board Meeting Minutes as presented; Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.

- B. Approval of November 2022 Monthly Expenditures/Claims:** Trustee Kevin Donnelley made a motion to approve the November 2022 Monthly Expenditures/Claims Financial Report as presented, Trustee Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.

Information Items:

A. Managers Monthly Report:

Manager Steve Thomas reviewed the following topics:

1. Sales, Burials, Deposit, Major Purchases.
2. Incidents/Safety Report: Updated the Trustee's on the Worker's Compensation Accident that occurred on October 20, 2022.
3. Correspondence: Glenn County Board of Supervisor's will be sending a letter in regard to the burial of 24 unclaimed cremains. The Trustee's will review this letter at their next meeting.
4. Grounds & Maintenance Report: Old Hustler Mowers are currently being auctioned.

Board Discussion and Possible Action Items:

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

Administrative Assistant Staci Buttermore updated the Trustee's that the District's Audit is estimated to be completed February 2023 by HM & S. Staff has been directed to start the process for the 06/30/22 Audit.

New Business/Future Agenda Items:

A. Orland Cemetery District November Office Closures:

Manager Steve Thomas reported that the Orland Cemetery District Office will be closed on the days listed below. This information was also posted to the Orland Cemetery District website.

- Christmas Eve (Observed) – Friday, December 23, 2022
- Christmas Day (Observed) – Monday, December 26, 2022

B. Membership in Various Organizations – Discussion/Action:

Administrative Assistant Staci Buttermore spoke to the Trustee's about the benefit of membership in other Cemetery organizations. Staff will be proposing for Fiscal Year 23/24 participation/membership in California Association of Public Cemeteries and Public Cemetery Alliance.

C. Residence & Non-Residence Fee Schedule Price Increase 2023:

Manager Steve Thomas presented the new fee schedule for both Residence and Non-Residence. These increases are do "inflation" costs the district is experiencing. Administrative Assistant Staci Buttermore asked the Trustees, to consider a price increase for "Administrative Fee's" for contracts. She stated that the current \$50 doesn't cover staff's time to implement, update records, follow up on missed payments and annual tracking of contracts. The District provides this option to our Community members to help them with their pre-planning arrangements. These contracts are offered for a period of 12 months or 24 months, interest free. Staff would like to propose the Administrative Fee for a 12-month contract be increased to \$100.00 and for a 24-month contract be increased to \$200.00. Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District Fee Schedule as presented with the addition of increasing the Administrative Fee's as proposed by staff, Trustee Dottie Tefelski seconded motion. The price increase will go into effect on January 1, 2023. A vote was held, and motion **PASSED unanimously**.

D. Legislative Update:

Manager Steve Thomas informed the Trustees that staff has reviewed the latest legislative updates that were provided by Golden State Risk Management Authority. Staff will continue to review legislation and keep the Trustee's up to date on any that apply to the District.

Old Business:

A. Graves Cemetery Well Building Update:

Manager Steve Thomas reported that the electric pole has been installed. Demolition on the building will start in January 2023.

B. Wreath's Across America – Planning:

Trustee Dottie Tefelski stated that the Wreath's Across America Ceremony will take place on December 17, 2022 at 9:00 a.m. at the IOOF Cemetery. Wreaths are scheduled to arrive December 13, 2022. Volunteers are schedule to start placing the wreath on December 15, 2022 at 10:00 a.m. Dottie reported that preparations for the ceremony are complete.

C. Veteran's Memorial Marker Dedication:

This dedication is being postponed. The medallions have not been received. Plans will be made to do a dedication on Memorial Day.

Old Business: (Continued from previous page)

D. BidCal Mower Update:

Manager Steve Thomas reported that the (2) Hustler mowers are currently being auctioned.

Close session:

A. None scheduled.

Return to open session:

A. None scheduled.

Trustee Discussion and Comments:

A. Trustee Kevin Donnelley stated that his term is set to expire in January 2023. Kevin stated that he is going to apply for another term. He asked the Trustee's for a letter of recommendation to be given to the Glenn County Board of Supervisors. Chairman Rick Beale thanked Kevin for his continued service to the Community and District. Administrative Staci Buttermore will prepare a letter of recommendation for the Trustee's to review and then forward to the Board of Supervisors.

Staff Reports:

A. Public Cemetery Alliance:

Administrative Assistant Staci Buttermore reported that she attended her first Board Meeting with the Public Cemetery Alliance on November 21, 2022, that was held in Galt. Staci stated that this meeting was informative and she looks forward to serving on this board. Staci also asked the Trustee's for newsletter article ideas. She reported that the PCA Board is working on 2023 events.

Adjournment:

Chairperson Rick Beale adjourned the meeting at 11:00 a.m.

Respectfully submitted by:



Steve Thomas, Manager

Approved by the Board of Trustees on: January 10, 2023