

# ORLAND CEMETERY DISTRICT

February 13, 2024

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 Chair and identify themselves for record. The presiding Chair 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. Major Purchases.
2. Incidents/Safety Report.
3. Ground Improvement Projects & Maintenance Report.

**F. New Business/Future Agenda Items:**

- A. Adopt Third Party Claims Against the Orland Cemetery District Policy:
- B. Approve Updated Orland Cemetery District Emergency Action Plan Policy:
- C. Appoint Orland Cemetery District Safety Committee:
- D. GSRMA Notice of Intent - Discussion:
- E. Appointment Confirmation – Dottie Tefelski -4-Year Term 01/01/2024 – 01/03/2028
- F. Approve 2024 Golden State Risk Management RMAP Program:

**G. Consent Calendar:**

- A. Approval of the January 9, 2024, Board Meeting Minutes:
- B. Approval of December 2023 Monthly Expenditures/Claims/Sales:
- C. Approval of January 2024 Monthly Expenditures/Claims/Sales: (Tentative)

**H. Old Business:**

- A. Barceloux-Tibessart Foundation 2023 Grant Utilization Report:
- B. Orland Cemetery District – 100 Year Anniversary: (Planning/Discussion/Updates)
  - Proposed Centennial Coin Design Contest
- C. Masonic Building Repair Proposal/Discussion:
- D. Discussion Orland Cemetery District 06/30/2022 & 06/30/2023 Audit Update/Discussion:
- E. Orland Cemetery District Indigent Burial Program Update:

**I. Close session:**

- A. None scheduled.

**J. Return to open session:**

- A. None scheduled.

**K. Trustee Discussion and Comments:**

**L. Office Manager Report:**

- A. Office Manager's Monthly Report.
- B. January 2024 Burials. (3) Full Burials and (2) Cremation Burials.
- C. Correspondence: Office Manager 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.
- D. Golden State Risk Management Authority: Veteran Monument Insurance

**M. Adjournment:**

This Agenda was posted this 5<sup>th</sup> day of February 2024 by Staci K. Buttermore, Office Manager.

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# **Manager's Report January 2024**

Burials for the Month of December are enclosed with packet

## **Monument Settings**

(0)2X2 (0)2X4 (0) 2X8 (0) Glue on Plaque

**1/3** To start the New Year with all the storms everything looks to be in good shape.

**1/5** Met with Chaney and Miller Construction at the Masonic Cemetery, discussing options with the building. Received good ideas and information.

**1/8** Started removing wreathes from veteran stones.

**1/9** Trustees meeting took place. Continue removing wreathes from veteran stones.

**1/12** Pesticide use permit has been renewed. 90-day inspection on F-450 and the Hillsboro trailer completed nothing to report.

**1/17** After inspection of Mulberry tree due to the amount of fungus and the spread of rot on the limbs the conclusion was to remove the tree and repour the concrete slab for the marker at the base which was damaged while the tree was growing.

**1/18** Trimmed second Mulberry tree, Quintas medical supply checked all first aid boxes and updated what was needed.

**1/22** Dropped off F-150 at Corning Ford, Rearend making noise. Requested they investigate it for safety reasons.

**1/24** Picked up F-150 from Corning Ford they found the clips that hold everything together inside the rearend to be faulty

# **Manager's Report January 2024**

and fixed emergency brake. The manager will be out 1/25 and 1/26 for surgery will check in with Office Manager before closing of the 26<sup>th</sup> for returning to date.

## **ORLAND CEMETERY DISTRICT**

### **Third Party Claims Against the Orland Cemetery District Policy**

Effective Date: February 13, 2024

#### **1. Purpose:**

The purpose of this policy is to establish a framework for processing and managing third-party claims against the Orland Cemetery District (hereafter referred to as "the District") in compliance with the California Tort Claims Act (CTCA) (Government Code Title 1, Division 3.6, Part 3, Chapter 1, commencing with Section 810). This policy aims to ensure fair and efficient handling of claims while protecting the District's interests and financial stability.

#### **2. Definitions:**

- a) "Claimant": Any individual, entity, or legal representative asserting a claim against the District under the California Tort Claims Act.
- b) "Third Party Claim": A claim presented by a Claimant seeking monetary damages, injury compensation, or other legal remedies from the District for alleged negligence or injury caused by District activities or employees.

#### **3. Filing a Claim:**

- a) All claims against the District shall be submitted in writing and delivered to the District's administrative office. The claim should include a clear statement of the facts, circumstances, and the nature of the alleged injury or damage.
- b) The District shall acknowledge receipt of the claim within ten (10) business days and provide the Claimant with the appropriate claim form, as required by the California Tort Claims Act.

#### **4. Investigation:**

- a) The District shall promptly initiate an investigation upon receiving a claim. The investigation will be thorough and impartial, aiming to determine the validity and legitimacy of the claim.
- b) The District may request additional information or documentation from the Claimant during the investigation process.
- c) The District shall endeavor to complete the investigation within forty-five (45) days from the date the claim was received. If additional time is required, the Claimant shall be notified in writing, explaining the reasons for the extension.

#### **5. Mediation:**

- a) As required by the California Tort Claims Act, the District may offer mediation to the Claimant to resolve the claim amicably, without litigation.
- b) Participation in mediation shall be voluntary for both the Claimant and the District. If both parties agree to mediate, a neutral third-party mediator shall be appointed.

**6. Claim Resolution:**

- a) If the District determines that the claim is valid and falls within the scope of the California Tort Claims Act, it may elect to settle the claim without admitting liability, within the limits established by law and the District's insurance coverage.
- b) If the District determines that the claim is without merit or falls outside the scope of the California Tort Claims Act, it may deny the claim in writing, citing specific reasons for the denial.

**7. Notice of Action:**

- a) The District shall issue a written notice of action to the Claimant within forty-five (45) days of receiving the claim, or within any applicable extension period.
- b) The notice of action shall inform the Claimant of the District's decision to accept, settle, or deny the claim. The notice shall include the legal basis for the decision and any applicable appeal rights.

**8. Appeal Process:**

- a) If dissatisfied with the District's decision, the Claimant may appeal the decision by following the appeal procedures outlined in the California Tort Claims Act.
- b) The District shall provide the Claimant with the necessary information and forms to file an appeal.

**9. Compliance with California Tort Claims Act:**

- a) The District shall comply with all applicable provisions of the California Tort Claims Act in processing and managing third-party claims.
- b) The District shall maintain records and documentation related to claims and their resolution in accordance with the Act's requirements.

**10. Policy Review:**

This policy shall be reviewed and updated as necessary to remain in compliance with the California Tort Claims Act and to reflect changes in state laws or regulations.

Date Approved: ***February 13, 2024***

Vote:  
AYES: ( )  
NOES: ( )

I, Staci K. Buttermore, Secretary, hereby confirm that the Orland Cemetery District has adopted the "Third Party Claims Against the Orland Cemetery District Policy" This policy will become effective on February 13, 2024.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Orland Cemetery District  
Emergency Action Plan Policy  
Updated on 02/13/2024**

**I. POLICY:**

It is the policy of this company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

**II. EMERGENCY PLAN COORDINATOR:**

The Manager of the Orland Cemetery District is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically.

The Emergency Plan Coordinator can be reached at the Headquarters office of the Orland Cemetery District, 3900 County Road P, Orland, CA 95963@ (530)-865-3880 or (530) - 519-0007.

**III. REPORTING PROCEDURES:**

<b>Type of Emergency</b>	<b>How to Report</b>
Fire	Notify supervisor/ personnel and dial 911
Explosion	Notify supervisor/ personnel and dial 911
Weather	Notify supervisor/ personnel and dial 911
Bomb threat	Notify supervisor/ personnel and dial 911
Chemical Spill/Leak	Notify supervisor/ personnel and dial 911
Violence	Notify supervisor/ personnel and dial 911
Medical	Notify supervisor/ personnel and dial 911
Other (list)	Notify supervisor/ personnel and dial 911

Reporting procedures are posted in the front office, breakroom, and shop.

**IV. EVACUATION PROCEDURES:**

**A. Emergency Escape Procedures and Routes:**

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained under supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type posted in work areas is included with this plan.

**B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate:**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
Staci Buttermore	Office Manager	Office	
Steve Thomas	Manager (Grounds)	Shop/Yard	

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's Office.

**C. Employee Accountability Procedures after Evacuations:**

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

**D. Alarm System:**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public-address systems.

Alarm systems for notifying all employees in case of an emergency are:

<b>Action to be taken</b>	<b>Alarm system</b>
Fire response	Voice and/or Cell phone vehicle horn
Medical Response	Voice and/or Cell phone vehicle horn
Incident Response	Voice and/or Cell phone vehicle horn

(OSHA Standard 29 CFR 1910.165, Employee Alarm Systems, provides guidance on emergency alarms.)



**E. Sheltering in Place:**

During extreme weather conditions, ie: thunderstorm, lightning, hail or tornado, take shelter in building interior room away from windows.

**F. Training:**

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
Staci Buttermore	Office Manager	Office	Evacuation Co- Coordinator
Steve Thomas	Manager	Shop/yard	Evacuation Coordinator

Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred
4. At least annually

**V. FIRE EXTINGUISHERS:**

Employees are expected to use fire extinguishers prior to evacuating if practical and safe to do so. The use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use.

**VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION:**

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.

2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
  
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
  
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
  1. Primary Location: ***Flag poles east of office headquarters.***
  2. Secondary Location: ***The entrance to the Catholic yard.***
  
5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel in each situation.

**VII. RESCUE AND MEDICAL DUTIES:**

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

<b>Name</b>	<b>Location Assignment</b>	<b>Special Assignment</b>	<b>Training Provided</b>
Orland Volunteer Fire Dept.	5 <sup>th</sup> St. Orland, CA		
Westside Ambulance	4 <sup>th</sup> St. Orland CA.		
Glenn County Sheriffs Dept.	Willows, CA		

**Special Instructions and Procedures**

All personnel performing emergency rescue and medical duties must follow these instructions:

1. Secure injured person and assess injuries.
2. Notify Supervisor of possible injury.
3. Contact Medcor @ 1-800-775-5866 and speak to Nurse on duty.
4. Follow recommendations of Medcor Nurse about medical help.
5. Contact 911 or transport injured person to get medical assistance if necessary and told to do so be Medcor nurse.

**VII. EMPLOYEE TRAINING:**

Employees will be trained in the content of this plan and how to respond in an emergency on an annual basis.

**VIII. CONTACTS:**

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies:

1. Steve Thomas, Manager - (530) 363-0610.
2. Staci Buttermore, Office Manager – (530) 517-1617.

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

January 9, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:10 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 we no major purchases for the Month of December 2023.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report: None.

### NEW BUSINESS/FUTURE AGENDA ITEMS:

#### **A. Adoption of Resolution 2024-01-09 Appropriations Limit for Fiscal Year 2023-2024:**

Trustee Kevin Donnelley made a motion to approve the Adoption of Resolution 2024-01-09 "Appropriations Limit for Fiscal Year 2023-2024" as presented and published, Trustee Dottie Tefelski seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously.**

#### **B. Election of Officers:**

Per By-Laws at the first meeting in January of each year the Board shall elect a Chairperson and Vice Chairperson. Trustee Dottie Tefelski nominated Rick Beale as Chair, and Kevin Donnelley as Vice Chair, there were no other nominations. Nominations were closed. Trustee Dottie Tefelski made a motion to approve the nominations, Trustee Donnelley seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously.**

#### **C. Appointment of Board Secretary:**

Per By-Laws at the first meeting in January of each year the Board shall appoint a Board Secretary. Trustee Kevin Donnelley made a motion to appoint Staci K. Buttermore as the Orland Cemetery District Board Secretary, Trustee Dottie Tefelski seconded the motion, a vote was held, all were in favor, the motion **Passed unanimously.**

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

**D. Barceloux-Tibessart Foundation 2024 Grant Planning:**

The Board of Trustees had a discussion on what to propose for the Barceloux-Tibessart 2024 Grant. Trustee Dottie Tefelski stated that the placement of monuments for the Veterans that have temporary markers has been a tedious process. Trustees and staff will continue to work on a 2024 Grant proposal.

**E. Approve Orland Cemetery District 2024 Observed Holidays:**

It was proposed that the Orland Cemetery District mirror The County of Glenn observed holidays for the District's employees. Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District 2024 Observed Holidays as presented, Trustee Dottie Tefelski seconded the motion. A vote was held, 3-0 in favor, the motion **PASSED unanimously**.

**CONSENT CALENDAR:**

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

Trustee Dottie Tefelski made a motion to approve the December 12, 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 November 2023 Monthly Expenditures/Claims/Sales:**

Trustee Dottie Tefelski made a motion to approve the December 12, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley 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.

**B. Wreath's Across America Review/2024 Planning:**

Chair Rick Beale thanked Dottie Tefelski for all of her hard work with Wreath's Across America. It was exciting that all of our Veterans in our District were honored with a wreath. Staff will be working on a letter to Orland High School to once again invite the High School band to the December 14, 2024, Wreath Ceremony, this letter will also be distributed to School Board Members and High School Principal Alex Mercado.

**C. Orland Cemetery District – 100 Year Anniversary Planning/Discussion/Updates:**

Office Manager Staci Buttermore presented an idea to have a "Challenge Coin" design competition for members of our District. These 100-year memorial coins then could be sold as a fundraiser for the Friends of the Orland Cemetery District. Staff will design the criteria and present this information to the board at a later date.

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

**D. New Masonic Building Proposal/Discussion:**

Manager Steve Thomas is working with Channey & Miller Construction for an estimate of repair costs to the Masonic Building. The Board will be updated at the next Board meeting.

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

There was no update for this meeting.

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

There was no update for this meeting.

**CLOSE SESSION:**

No session was held.

**RETURN TO OPEN SESSION:**

No session was held.

**TRUSTEE DISCUSSION AND COMMENTS:**

Trust Dottie Tefelski will contact Pokey Cleek to see if he is interested in conducting a Memorial Day Event at the IOOF Cemetery.

**OFFICE MANAGER REPORT:**

- A. PCA Board Meeting: December 13, 2023 (Zoom Meeting). Staci reported that in 2025 the Orland Cemetery District will be working on holding a "Safety" event through the PCA. She also reported that at their last meeting she was elected to serve as Vice-President on the Public Cemetery Alliance board.
- B. The Office Manager's Monthly Report was included in the board agenda packet.
- C. December 2023 Burials. (9) Full Burials and (2) Cremation Burials.
- D. Correspondence: Staci Buttermore received a grant from the Special District Leadership in the amount of \$935.00 for expenses incurred for Office Manager at the Secretary's Leadership Conference in Monterey.
- E. Strategic Planning: Staci suggested to the Trustees that "Strategic Planning" for the District should be an item listed on future agendas. The Trustees and staff need to prioritize improvement projects and maintenance projects.

**ADJOURNMENT:**

Chair Rick Beale adjourned the meeting at 11:24 a.m.

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

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

**Orland Cemetery District**  
**Income / Expense Monthly Report**  
 November 29 through December 31, 2023

	Nov 29 - Dec 31, 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>INTERGOVERNMENTAL REVENUE</b>	
52240 - State In-Liaw Tax	133.21
52580 - HOPTR	357.87
<b>Total INTERGOVERNMENTAL REVENUE</b>	491.08
<b>USE OF MONEY &amp; PROPERTY</b>	
44300 - Interest	18,675.87
<b>Total USE OF MONEY &amp; PROPERTY</b>	18,675.87
66400 - Sales & Service	
2X4 Monument - Non-Resident	330.00
2x4 Monument - Resident	550.00
Glue On - Non-Resident	48.00
Grave Sale	800.00
Liner - Resident	1,260.00
Liner Non Resident	756.00
Non Resident Fee	1,500.00
Opening - Non-Resident	710.00
Opening - Resident	3,600.00
Opening Cremation/Non-Resident	300.00
Overtime Resident	1,050.00
Vault - Resident	2,520.00
66400 - Sales & Service - Other	3,037.50
<b>Total 66400 - Sales &amp; Service</b>	16,481.50
66450-1 - Endowment Account Corrections	450.00
<b>TAXES - TAXES REVENUE</b>	
14010 - Current Secured	-186.26
14020 - Current Unsecured	-4.19
14040 - Prior Unsecured Tax	118.08
14046 - SB 813 Current Unsecured	-0.46
14047 - SB 113 Current Secured	154.79
14048 - SB 813 Prior Secured	-4.14
<b>Total TAXES - TAXES REVENUE</b>	77.82
<b>Total Income</b>	38,158.27
<b>Gross Profit</b>	38,158.27
<b>Expense</b>	
<b>SALARIES &amp; BENEFITS</b>	
01010 - Salaries & Wages	16,800.00
01018 - Commission & Director Salaries	300.00
01030 - Social Security	1,041.60
01031 - Medicare Coverage	243.60
01034 - Retirement-ER Pofion	1,290.22
<b>Total SALARIES &amp; BENEFITS</b>	19,875.42
<b>SERVICES &amp; SUPPLIES</b>	
03100 - Agricultural	
03100-1 - Chemicals - Weed Control	589.23
03100 - Agricultural - Other	10.75
<b>Total 03100 - Agricultural</b>	599.98

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 01-23-24  
 SCS

✓ reconciled  
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 SCS

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 Accrual Basis

**Orland Cemetery District**  
**Income / Expense Monthly Report**  
 November 29 through December 31, 2023

	Nov 29 - Dec 31, 23
03120 · Communications	
03120-2 · Phone Bills	166.94
03120-4 · WIFI/internet	63.99
	230.93
<b>Total 03120 · Communications</b>	<b>230.93</b>
03170 · Maintenance-Equipment	428.71
03200 · Memberships	300.00
03230 · Professional Services	704.00
03280 · Special Dept. Expenses	
03280-7 · Garbage Disposal	76.00
03280 · Special Dept. Expenses - Other	541.68
	617.68
<b>Total 03280 · Special Dept. Expenses</b>	<b>617.68</b>
04292 · Gas & Oil	
04292-1 · Red Dyed Diesel Fuel	323.36
04292-2 · Vehicle Fuel	418.80
	742.16
<b>Total 04292 · Gas &amp; Oil</b>	<b>742.16</b>
04300 · Utilities	
04300-1 · 2592103259-0 - RD 200 at Graves	59.64
04300-2 · 3545176844-0 - RD P ES/S RD 24	13.36
04300-3 · 8181241056-1 Road P (Pump)	127.17
04300-4 · 3503510160-3 RD P ES S RD 24	13.36
04300-5 · 8139574392-5 - Office/Shop	128.14
04300-6 · 5838593031-6 RD 9 SS/E HWY 99W	282.13
	623.80
<b>Total 04300 · Utilities</b>	<b>623.80</b>
<b>Total SERVICES &amp; SUPPLIES</b>	<b>4,247.26</b>
<b>Total Expense</b>	<b>23,922.68</b>
<b>Net Ordinary Income</b>	<b>12,233.59</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>OTHER CHARGES</b>	
05730 · A-87 Cost Allocation	104.08
	104.08
<b>Total OTHER CHARGES</b>	<b>104.08</b>
<b>Total Other Expense</b>	<b>104.08</b>
<b>Net Other Income</b>	<b>-104.08</b>
<b>Net Income</b>	<b>12,129.51</b>

✓ reconciled  
 01-23-2024  
 SLO



8:43 AM  
 01/23/24  
 Accrual Basis

## Orland Cemetery District Grave Sales Monthly Report November 29 through December 31, 2023

Type	Date	Num	Name	Memo	Amount
<b>66450 · Endowment Services</b>					
<b>Endowment - Non Resident</b>					
Sales Receipt	12/05/2023	2324091	Kasak, William E.	Endowment - ...	-530.00
Sales Receipt	12/06/2023	2324094	Hendrix, Daniel & C...	Endowment - ...	-1,060.00
Sales Receipt	12/12/2023	2324098	Santos, Jacinta (Gip...	Endowment - ...	-530.00
<b>Total Endowment - Non Resident</b>					<b>-2,120.00</b>
<b>Endowment - Resident</b>					
Sales Receipt	12/01/2023	2324088	Bird, Alice	Endowment - ...	-450.00
Sales Receipt	12/06/2023	2324092	Nordel, Josephine	Endowment - ...	-450.00
Sales Receipt	12/06/2023	2324093	Buttemore-Silva, St...	Endowment - ...	-300.00
Sales Receipt	12/11/2023	2324097	Nelson, Virgil	Endowment - ...	-450.00
Sales Receipt	12/15/2023	2324100	Garcia, Lazaro (Alicia)	Endowment - ...	-450.00
Sales Receipt	12/18/2023	2324104	Walker, Una (Snow)	Endowment - ...	-100.00
<b>Total Endowment - Resident</b>					<b>-2,200.00</b>
<b>Total 66450 · Endowment Services</b>					<b>-4,320.00</b>
<b>66400 · Sales &amp; Service</b>					
<b>2X4 Monument - Non-Resident</b>					
Sales Receipt	12/12/2023	2324098	Santos, Jacinta (Gip...	2x4 Monumen...	-330.00
<b>Total 2X4 Monument - Non-Resident</b>					<b>-330.00</b>
<b>2x4 Monument - Resident</b>					
Sales Receipt	12/14/2023	2324099	Fairbanks, Isalc	2X4 Monume...	-275.00
Sales Receipt	12/20/2023	2324106	Grisaffi, Loretta	2X4 Monume...	-275.00
<b>Total 2x4 Monument - Resident</b>					<b>-550.00</b>
<b>Glue On - Non-Resident</b>					
Sales Receipt	12/05/2023	2324091	Kasak, William E.	Glue On - No...	-48.00
<b>Total Glue On - Non-Resident</b>					<b>-48.00</b>
<b>Grave Sale</b>					
Sales Receipt	12/15/2023	2324100	Garcia, Lazaro (Alicia)	Grave Sale - ...	-800.00
<b>Total Grave Sale</b>					<b>-800.00</b>
<b>Liner - Resident</b>					
Sales Receipt	12/08/2023	2324092	Nordel, Josephine	Grave Liner - ...	-630.00
Sales Receipt	12/08/2023	2324098	Alexis, August	Grave Liner - ...	-630.00
<b>Total Liner - Resident</b>					<b>-1,260.00</b>
<b>Liner Non Resident</b>					
Sales Receipt	12/12/2023	2324098	Santos, Jacinta (Gip...	Grave Liner - ...	-756.00
<b>Total Liner Non Resident</b>					<b>-756.00</b>
<b>Non Resident Fee</b>					
Sales Receipt	12/05/2023	2324091	Kasak, William E.	Non Resident ...	-750.00
Sales Receipt	12/12/2023	2324098	Santos, Jacinta (Gip...	Non Resident ...	-750.00
<b>Total Non Resident Fee</b>					<b>-1,500.00</b>
<b>Opening - Non-Resident</b>					
Sales Receipt	12/12/2023	2324098	Santos, Jacinta (Gip...	Opening Full ...	-710.00
<b>Total Opening - Non-Resident</b>					<b>-710.00</b>

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 Accrual Basis

**Orland Cemetery District**  
**Grave Sales Monthly Report**  
 November 29 through December 31, 2023

Type	Date	Num	Name	Memo	Amount
<b>Opening - Resident</b>					
Sales Receipt	12/06/2023	2324092	Nordel, Josephine	Opening (Full ...	-600.00
Sales Receipt	12/08/2023	2324096	Alexis, August	Opening (Full ...	-600.00
Sales Receipt	12/11/2023	2324097	Nelson, Virgil	Opening (Full ...	-600.00
Sales Receipt	12/15/2023	2324100	Garcia, Lazaro (Alicia)	Opening (Full ...	-600.00
Sales Receipt	12/20/2023	2324106	Grisaffi, Loretta	Opening (Full ...	-600.00
Sales Receipt	12/22/2023	2324108	Wood, Larry	Opening (Full ...	-600.00
<b>Total Opening - Resident</b>					<b>-3,600.00</b>
<b>Opening Cremation/Non-Resident</b>					
Sales Receipt	12/05/2023	2324091	Kasak, William E.	Opening (Cre...	-300.00
<b>Total Opening Cremation/Non-Resident</b>					<b>-300.00</b>
<b>Overtime Resident</b>					
Sales Receipt	12/11/2023	2324097	Nelson, Virgil	Overtime (Sat...	-700.00
Sales Receipt	12/16/2023	2324101	Huggins, Harold	Overtime (Sat...	-350.00
<b>Total Overtime Resident</b>					<b>-1,050.00</b>
<b>Vault - Resident</b>					
Sales Receipt	12/15/2023	2324100	Garcia, Lazaro (Alicia)	Vault - Reside...	-630.00
Sales Receipt	12/20/2023	2324106	Grisaffi, Loretta	Vault - Resident	-945.00
Sales Receipt	12/22/2023	2324108	Wood, Larry	Vault - Resident	-945.00
<b>Total Vault - Resident</b>					<b>-2,520.00</b>
<b>66400 - Sales &amp; Service - Other</b>					
General Journal	12/28/2023	JE		December 20...	-3,037.50
<b>Total 66400 - Sales &amp; Service - Other</b>					<b>-3,037.50</b>
<b>Total 66400 - Sales &amp; Service</b>					<b>-16,461.50</b>
<b>TOTAL</b>					<b>-20,781.50</b>

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Accrual Basis

**Orland Cemetery District**  
**Monthly Sales Tax**  
**As of December 31, 2023**

Type	Date	Num	Name	Memo	Amount	Balance
<b>00784 - SALES TAX PAYABLE</b>						1,239.13
Sales Receipt	12/01/2023	2324089	Bird, Alice	Sale Tax Purc...	45.68	1,284.81
Sales Receipt	12/06/2023	2324092	Nordel, Josephine	Sale Tax Purc...	45.68	1,330.49
Sales Receipt	12/06/2023	2324093	Buttermore-Silva, St...	Sale Tax Purc...	12.94	1,343.43
Sales Receipt	12/06/2023	2324094	Hendrix, Daniel & C...	Sale Tax Purc...	20.65	1,364.08
Sales Receipt	12/08/2023	2324096	Alexis, August	Sale Tax Purc...	45.68	1,409.76
Sales Receipt	12/12/2023	2324098	Santos, Jacinta (Gip...	Sale Tax Purc...	54.81	1,464.57
Sales Receipt	12/15/2023	2324100	Garcia, Lazaro (Alicia)	Sale Tax Purc...	45.68	1,510.25
Sales Receipt	12/20/2023	2324106	Grisaffi, Loretta	Sale Tax Purc...	68.51	1,578.76
Sales Receipt	12/22/2023	2324108	Wood, Larry	Sale Tax Purc...	68.51	1,647.27
<b>Total 00784 - SALES TAX PAYABLE</b>					<b>408.14</b>	<b>1,647.27</b>
<b>TOTAL</b>					<b>408.14</b> ✓	<b>1,647.27</b>

*reconciled*  
*01-23-2024*  
*SJB*

## Orland Cemetery District Monthly Un-Earned Revenue Deposits As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>00763 - UN- EARNED REVENUE</b>							<b>57,407.58</b>	
UR - Break Out Fee - Resident							50.00	
Total UR - Break Out Fee - Resident							50.00	
UR - Crowne Double - Non Res							207.00	
Total UR - Crowne Double - Non Res							207.00	
UR - Crowne Double - Resident							357.00	
Sales Receipt	12/08/2023	2324093	Buttermore-Silva, Sta...	Unearned Rev...	12000 · Undep...	178.50	535.50	
Total UR - Crowne Double - Resident							178.50	535.50
UR - Crowne Single Non-Resident							854.28	
Sales Receipt	12/08/2023	2324094	Hendrix, Daniel & Cat...	UR - Crowne ...	12000 · Undep...	284.76	1,138.04	
Total UR - Crowne Single Non-Resident							284.76	1,138.04
UR - Crowne Single - Resident							1,268.85	
Total UR - Crowne Single - Resident							1,268.85	
UR - Crowne Small - Non Resident							321.30	
Total UR - Crowne Small - Non Resident							321.30	
UR - Disinterment Fee							300.00	
Total UR - Disinterment Fee							300.00	
UR - E- Care -Pre Need							450.00	
Total UR - E- Care -Pre Need							450.00	
UR - Estate Grave Sale -Residen							650.00	
Total UR - Estate Grave Sale -Residen							650.00	
UR - Gazebo							100.00	
Total UR - Gazebo							100.00	
UR - Grave Sale - Sell Back							-250.00	
Total UR - Grave Sale - Sell Back							-250.00	
UR - Grave Sales - Non-Resident							8,527.04	
Sales Receipt	12/08/2023	2324094	Hendrix, Daniel & Cat...	UR Grave Sal...	12000 · Undep...	950.00	9,477.04	
Sales Receipt	12/18/2023	2324102	Smith, Robert Victor	UR Grave Sal...	12000 · Undep...	118.00	9,592.04	
Sales Receipt	12/19/2023	2324105	Irvin, John & Marilyn	URL Grave Sa...	12000 · Undep...	98.33	9,690.37	
Total UR - Grave Sales - Non-Resident							1,163.33	9,690.37
UR - Grave Sales - Resident							35,849.84	
Sales Receipt	12/14/2023	2324099	Fairbanks, Isaac	Unearned Rev...	12000 · Undep...	800.00	36,649.84	
Total UR - Grave Sales - Resident							800.00	36,649.84
UR - Liner - Non-Resident							3,024.00	
Total UR - Liner - Non-Resident							3,024.00	
UR - Liner - Resident							7,978.98	
Sales Receipt	12/01/2023	2324089	Bird, Alice	Unearned Rev...	12000 · Undep...	630.00	8,608.98	
Sales Receipt	12/04/2023	2324090	Flores, Alfredo & Maria	Unearned Rev...	12000 · Undep...	300.00	8,908.98	
Total UR - Liner - Resident							930.00	8,908.98
UR - Monument Purchases							8,344.00	
Sales Receipt	12/08/2023	2324093	Buttermore-Silva, Sta...	UR - Monuma...	12000 · Undep...	120.00	8,464.00	
Sales Receipt	12/08/2023	2324094	Hendrix, Daniel & Cat...	UR - Monuma...	12000 · Undep...	330.00	8,794.00	
Sales Receipt	12/08/2023	2324095	Canizales, Martha	Unearned Rev...	12000 · Undep...	280.00	9,074.00	
Sales Receipt	12/18/2023	2324102	Smith, Robert Victor	UR - Glue On ...	12000 · Undep...	48.00	9,122.00	
Total UR - Monument Purchases							778.00	9,122.00
UR - Non Resident Fee							15,202.71	
Sales Receipt	12/08/2023	2324094	Hendrix, Daniel & Cat...	UR - Non Resi...	12000 · Undep...	1,500.00	16,702.71	
Total UR - Non Resident Fee							1,500.00	16,702.71
UR - Opening - Non Resident							8,187.83	
Sales Receipt	12/08/2023	2324094	Hendrix, Daniel & Cat...	UR - Opening/...	12000 · Undep...	600.00	8,787.83	
Total UR - Opening - Non Resident							600.00	8,787.83
UR - Opening - Resident							14,202.08	
Sales Receipt	12/01/2023	2324089	Bird, Alice	Unearned Ope...	12000 · Undep...	600.00	14,802.08	
Sales Receipt	12/08/2023	2324093	Buttermore-Silva, Sta...	Unearned Ope...	12000 · Undep...	242.00	15,044.08	
Sales Receipt	12/20/2023	2324107	Olivar-Villasenor, Na...	Unearned Ope...	12000 · Undep...	200.00	15,244.08	

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Accrual Basis

## Orland Cemetery District Monthly Un-Earned Revenue Deposits As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total UR - Opening - Resident						1,042.00	15,244.08
UR - Overtime							350.00
Total UR - Overtime							350.00
UR - Vault							4,609.78
Sales Receipt	12/18/2023	2324103	Gonzalez, Josefina	Unearned Rev...	12000 · Undep...	435.69	5,045.37
Total UR - Vault						435.69	5,045.37
UR Zinc Vases							315.95
Total UR Zinc Vases							315.95
<b>00763 · UN- EARNED REVENUE - Other</b>							<b>-53,481.02</b>
General Journal	12/12/2023	JE 241...	Gonzalez, Manuel & ...	This is to corre...	66450-1 · Endo...	-450.00	-53,931.02
General Journal	12/28/2023	JE		Burial of Nelso...	-SPLIT-	-300.00	-54,231.02
General Journal	12/28/2023	JE		Burial of Dale ...	00763 · UN- EA...	-1,487.50	-55,699.52
General Journal	12/28/2023	JE		Burial of Harol...	00763 · UN- EA...	-220.00	-55,919.52
General Journal	12/28/2023	JE		Burial of Lorett...	00763 · UN- EA...	-400.00	-56,319.52
General Journal	12/28/2023	JE		Burial of Lawr...	00763 · UN- EA...	-650.00	-56,969.52
Total 00763 · UN- EARNED REVENUE - Other						-3,487.50	-58,868.52
Total 00763 · UN- EARNED REVENUE						4,224.68	81,632.26
<b>TOTAL</b>						<b>4,224.68</b> ✓	<b>81,632.26</b>

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**Orland Cemetery District  
Profit & Loss Budget vs. Actual  
November 29 through December 31, 2023**

	Nov 29 - Dec 31, ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
INTERGOVERNMENTAL REVENUE	491.08	217.08	274.00	226.2%
MISCELLANEOUS REVENUES	0.00	768.00	-768.00	0.0%
ORLAND CEM ENDOWMENT PRINCIPAL	0.00	4,033.78	-4,033.78	0.0%
OTHER FINANCING SOURCES	0.00	88.89	-88.89	0.0%
USE OF MONEY & PROPERTY	18,875.87 ✓	1,155.55	17,520.32	1,616.2%
08600 · GC Finance Dept Account Number	0.00	0.00	0.00	0.0%
66400 · Sales & Service	16,461.50 ✓	11,555.55	4,905.95	142.5%
66460-1 · Endowment Account Corrections	450.00	0.00	450.00	100.0%
66661 · Administration Fees	0.00	71.11	-71.11	0.0%
TAXES · TAXES REVENUE	77.82	32,679.13	-32,601.31	0.2%
<b>Total Income</b>	<b>36,156.27 ✓</b>	<b>50,569.09</b>	<b>-14,412.82</b>	<b>71.5%</b>
<b>Cost of Goods Sold</b>				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>36,156.27 ✓</b>	<b>50,569.09</b>	<b>-14,412.82</b>	<b>71.5%</b>
<b>Expense</b>				
SALARIES & BENEFITS	19,675.42 ✓	33,169.78	-13,494.36	59.3%
SERVICES & SUPPLIES	4,247.26 ✓	10,751.12	-6,503.86	39.5%
85850 · Dept of Finance - Account Numb	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>23,922.68</b>	<b>43,920.90</b>	<b>-19,998.22</b>	<b>54.5%</b>
<b>Net Ordinary Income</b>	<b>12,233.59</b>	<b>6,648.19</b>	<b>5,585.40</b>	<b>184.0%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
CONTGENCY	0.00	1,777.78	-1,777.78	0.0%
FIXED ASSETS	0.00	15,555.56	-15,555.56	0.0%
OTHER CHARGES	104.08	1,293.24	-1,189.16	8.0%
<b>Total Other Expense</b>	<b>104.08</b>	<b>18,626.58</b>	<b>-18,522.50</b>	<b>0.6%</b>
<b>Net Other Income</b>	<b>-104.08</b>	<b>-18,626.68</b>	<b>18,522.50</b>	<b>0.6%</b>
<b>Net Income</b>	<b>12,129.51 ✓</b>	<b>-11,978.39</b>	<b>24,107.80</b>	<b>-101.3%</b>

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**FOR IMMEDIATE RELEASE**

**Orland Cemetery District Invites Community Participation in Centennial Coin Design Contest**

**Orland, CA – February 13, 2024** – The Orland Cemetery District is thrilled to announce a unique opportunity for residents to play a pivotal role in commemorating the district's 100-year anniversary 1927-2027. In celebration of this momentous occasion, we are inviting our community members to submit designs for a special Centennial Coin.

**Design Concept:** The Centennial coin will represent the distinctive character of each of our four cemeteries – The Odd Fellows Cemetery, The Masonic Cemetery, The Catholic Cemetery, and The Graves Cemetery. We encourage participants to capture the essence of these sacred grounds while also incorporating symbols, reflections of the rich agricultural heritage, and the spirit of our community.

**Competition Details:**

- **Submissions:** Drawings and downloadable images can be submitted to the Orland Cemetery District at P.O. Box 424, Orland, CA 95963.
- **Drop-off Location:** Designs may also be dropped off in person Monday-Friday between 7:00 a.m. - 3:30 p.m. at 3900 County Road P, Orland, CA 95963.

**Guidelines:**

- Designs should creatively represent each cemetery – The Odd Fellows, The Masonic, The Catholic, and The Graves Cemetery.
- Incorporate symbols (Masonic, Odd Fellows, and Catholic).
- Reflect the agricultural identity of our community.
- Incorporate the Community of Orland.
- The design needs to be front and back of coin.
- The design needs to fit on a 1.75-inch coin.
- The design can be in color.
- Coins will be sold as a fundraiser through the Friends of the Orland Cemetery, with proceeds contributing to beautification projects within the district's cemeteries.

**Deadline for Submissions:** All entries must be received by April 30, 2024.

**Exciting Rewards:** The selected design will not only be an integral part of our Centennial celebration but will be featured on the Centennial Coin, the District's website, District's official letterhead and will receive a \$100 Visa Gift Card. Additionally, the winning designer will be acknowledged and honored by the Orland Cemetery District.

**Contact Information:** For further information, please contact the Orland Cemetery District at (530) 865-3880 or [orlandcemdist@gmail.com](mailto:orlandcemdist@gmail.com).

The Orland Cemetery District Board of Trustees and Staff eagerly anticipate the creative designs our community members will bring forward. This initiative is a wonderful opportunity to showcase the talent and spirit of our residents while contributing to the beautification of our cherished cemeteries.

We look forward to receiving your inspiring submissions!

Sincerely,

Orland Cemetery District Board of Trustees



Orland Cemetery <orlandcemdist@gmail.com>

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## Veteran Monuments

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Steve Wood <swood@gsrma.org>  
To: Orland Cemetery <orlandcemdist@gmail.com>

Thu, Jan 11, 2024 at 2:23 PM

Good Afternoon Staci,

I appreciate your prompt provision of this information.

Adding all four monuments to your property schedule is estimated to result in an annual contribution increase of approximately \$26.37, based on the current property rate of \$0.29 per \$100 of Total Insured Value (TIV).

Please note that these calculations are based on the current rate, which may change next year.

The detailed breakdown is as follows:

1. Veteran Monument at IOOF Cemetery: +\$13.17
2. Veteran Monument at Catholic Cemetery: +\$4.98
3. Veteran Monument at Masonic Cemetery: +\$4.11
4. Veteran Monument at Graves Cemetery: +\$4.11

If you have any further questions or need clarification, feel free to reach out.

Best Regards,

**Steve Wood**  
**Risk Control Advisor**

**Email:** swood@gsrma.org

**Direct:** 530.361.9618

**Main:** 530.934.5633

**Fax:** 530.934.8133



**Orland Cemetery District  
Veteran Monuments Costs**

1. **Veteran Monument – IOOF Cemetery**  
3900 County Road P, Orland, CA 95963

Monument - \$2,400.00

Medallions - \$1,724.00

Stone Wall - \$ 419.29

\$4,543.29

2. **Veteran Monument – Catholic Cemetery**  
3900 County Road P, Orland, CA 95963

Monument - \$1,300.00

Stone Wall - \$ 419.29

\$1,719.29

3. **Veteran Monument – Masonic Cemetery**  
6525 County Road 9, Orland, CA 95963

Monument - \$1,000.00

Stone Wall - \$ 419.29

\$1,419.29

4. **Veteran Monument – Graves Cemetery**  
5665 County Road 200, Orland, CA 95963

Monument - \$1,000.00

Stone Wall - \$ 419.29

\$1,419.29



**ORLAND CEMETERY DISTRICT**

P.O. Box 424  
Orland, Ca. 95963

Phone: 530-865-3880

Fax: 530-865-8831

E-mail: orlandcemdist@gmail.com

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**January 2024**

Orland Cemetery District's  
Office Manager Monthly Report

- 01.01.2024 – Office Closed (New Year's Eve Observed)
- 01.02.2024 – Office Closed (New Year's Day Observed)
- 01.03.2024 - **Burial worksheet for Raymond Sousa.**  
Process Pre-Need Payment for Stanbery, Tommie & Mary.  
Issue – Deborah Schrenk headstone work order.  
Email IRS paperwork to Kampschmidt Payroll Services.  
Approve Jose Gonzales proposed headstone through Advanced Monument.  
Process Special District Leadership Foundation Scholarship Payment.  
Process Pre-Need Payment for Megorden's.  
**Burial Worksheet for Gene & Shirley Russell.**  
Distribute Steve's monthly report to Trustees.
- 01.04.2024 - **Burial worksheet for Tracy Standridge.**  
Met with Gene Russell Pre-Need Arrangements.  
Governance By-Law Review (Pages 1-6).  
Prepare AT & T Warrant.  
OCD Phone Lines Down – Asked Steve to call. AT & T Ticket # PE52JA58.
- 01.05.2024 - Process Brenda Rodriguez contract payment.  
Process Payroll for PPE 12/06/2024.  
Headstone quote for George Lacewell.
- 01.08.2024 - **Burial Worksheet for Raymond Sousa.**  
Schedule Burial Service for Gabriella Chavez.  
**Burial Worksheet Inquiry for Ione Kerr.**  
Carmen Llamas discussed Tomas's headstone.  
C. Ollenberger out sick.  
S. Thomas/T. Martin out at 2:30 p.m.

- 01.09.2024 - Attend/Take notes for January 9, 2024 board meeting.  
Burial information for Raymond Sousa.  
Met with Robert from Cintas – Safety Inspection.  
Website Down – Reached out to Streamline – Problem Resolved.  
Prepare Signed Appropriations Resolution 2024-01-09 for the department of finance.  
Process signed warrants for January 2024.  
C. Ollenberger out sick.
- 01.10.2024 – Finished processing January 2024 warrants.  
Took warrants to Department of Finance.  
2023-2024 GSRMA – LEEP Plan for the Orland Cemetery District.  
Completed LEEP for the OCD RMAP Program.  
Met with Luke Randolph with Unified Global about phone services.  
S. Thomas day off.
- 01.11.2024 - Process burial payment for Gabriella Chavez.  
Process Overtime payment for Gabriella Chavez.  
Process Florez contract payment.  
Research Veteran Monuments cost for each Cemetery.  
Start January 9, 2024 Board Meeting Minutes.  
Update OCD Website, added approved Dec. 12, 2023 Board Meeting Minutes.
- 01.12.2024 - Scheduled Day Off.  
T. Martin & C. Ollenberger off at 2:00 p.m.
- 01.15.2024 – Martin Luther King Day – Office Closed.
- 01.16.2024 - Scheduled Vacation Day Off.  
C. Ollenberger/T. Martin off at 2:30 p.m.
- 01.17.2024 - Scheduled Vacation Day Off.
- 01.18.2024 – Scheduled Vacation Day Off.  
C. Ollenberger / T. Martin off at 2:30 p.m.
- 01.19.2024 - Scheduled Vacation Day Off.
- 01.22.2024 – Process Payroll PPE 01.20.2024.  
Returned Check Letter for Isaac Fairbanks.  
File & Process Warrant for PPE 01.06.2024.  
T. Martin/C. Ollenberger Safety Training at home.  
File Year End Payroll Paperwork.

Met with David's Parkers Daughter, regarding headstone stated it was supposed to have a hole for a vase? Researched and explained that we were unaware of this request. Gave her some other ideas to consider. Rose & Juan Puente's headstone was brought back by Advanced. Family would like it placed back onto the monument as soon as possible (placed on 01.30.2024).

C. Ollenberger, T. Martin off. S. Thomas off at noon.

[Burial Worksheet for La Ferne Johnson.](#)

[Burial Worksheet for Ruth Garrett.](#)

- 01.25.2024 - Update the Orland Cemetery District Written Emergency Action Plan.  
RMAP.  
Burial Worksheet for Janice May Kendrick.  
Received Notice of Scholarship Award from the California Association of Public Cemeteries for Staci Buttermore.  
S. Thomas – Scheduled Day Off.  
C. Ollenberger – Out.  
T. Martin – Out at 12:30 p.m.  
Margie Palmer stopped by...stated that the IOOF Cemetery looks great.  
[Burial Worksheet for Anthony Tauscher.](#)  
Met with Garrett family for plot selection for Ruth Garrett.
- 01.26.2024 - RMAP Application Items.  
PG & E #2 Warrant prepared and delivered to Willows.  
S. Thomas – Scheduled Day Off.
- 01.29.2024 – Meet with Smith Family for Services for Jason Smith.  
Cyber Meeting with Sam Adams and Steve Woods with GSRMA.  
RMAP Application Items.  
S. Thomas – Scheduled Day Off.
- 01.30.2024 – Scheduled Burial Services for Keely Leonard 02.09.2024.  
[Burial Worksheet for Torres-Garibay.](#)  
[Process Burial Paperwork & Payment for Mario Leon.](#)  
February 13, 2024 Agenda started.  
RMAP Application Items.  
S. Thomas – Scheduled Day Off.
- 01.31.2024 - [Process Burial Paperwork & Payment for Martin Rodarte.](#)  
Process Contract Payment for Shockley.  
Prepare month end deposit – taken to GC Dept. of Finance.  
Prepare Corning Lumber Monthly Warrant.  
Prepare G.S.R.M.A. Monthly Warrant.  
Prepare Cintas Corporation Warrant.

Update File Maker with Burial Permits for Monson/Chavez  
[Burial Worksheet for Burt Pontarolo – 02.09.2024](#)  
Process Burial Payment for Donald Monson.  
Process Pre-Need Payment for Mary Lynn Monson.  
[Burial Worksheet for baby Russell – Emailed to Hailey @ Sweets.](#)  
Prepare Deposit Report for 01.23.2024.  
Process Warrant for Precision Business.  
Process Warrant for Kampschmidt Payroll Quarterly Billing.  
Schedule Burial Service for Martin Montalvo-Rodarte for 01.31.2024.  
Spoke with Brian Kraemer in regards to his parents plot. He will be obtaining a letter of permission from his mother, so he can be placed in the same plot at a later date.  
Emailed Humberto for December's Financial Reports.  
Process Payment for Charles Rommel – Services TBD.  
Process Contract Payment for Una Walker.  
Process Contract Payment for Randy Tracy.  
Process Contract Payment for Brenda Rodriguez.  
Create Burial Card for Donald Monson.  
Process Contract Payment for Josefina Gonzalez.  
Process Burial Payment for Tracy Standridge.  
Met with Leonel Vidal went over pre-need arrangements/quote.

01.23.2024 - Reconciled December Financial Reports

[Burial Worksheet for Keely Leonard.](#)  
Payroll Warrant for PPE 01/20/2024.  
Spoke to Cara Mays regarding Burris May's headstone options.  
Met with the Leonard Family grave selection for Keely Leonard.  
Started APSWI eLearning Course: Mandated Reporting: Elder and Dependent Adult Abuse and Neglect in California eLearning. RMAP.  
Prepare Deposit Permit.

01.24.2024 - Completed APSWI eLearning Course: Mandated Reporting: Elder and

Dependent Adult Abuse and Neglect in California eLearning. RMAP.  
Process Contract Payment for Marcy Kendrick.  
Complete the January 9, 2024 Board Meeting Minutes.  
Create a press release for the Centennial Coin Design Contest.  
Create a Third Party Claims Against the District Policy. RMAP.  
Completed "How to Help Agency Leaders Avoid Sabotaging Legal Compliance" by Patricia Eyres. RMAP.  
Completed "Annual Legislation Recap: New Laws That Impact The Public Sector 2023 and Beyond" by Patricia Eyres. RMAP.  
[Burial Worksheet for Judy Stimson.](#)



Prepare Solid Waste Land Fill Warrant.  
Prepare U.S. Bank Corp. Warrant.  
Prepare Trustee's Monthly Warrants.  
Burial Worksheet for Charles Lamb.  
Rosa Puente's headstone re-set.  
Approved Charles & Marcy Kendrick's headstone proof.  
Ordered (10) Liners and (5) Vaults, Dawn will verify that all of this can be delivered.  
**Burial Worksheet for Arvell Erickson.**  
**Called Veronica Alvarez in regard to Returned Check.**  
S. Thomas Scheduled Day Off.

Orland Cemetery District  
January 2024 Burials

<b>Last Name</b>	<b>First Name</b>	<b>DOB</b>	<b>DOD</b>	<b>Cemetery</b>	<b>Grave(s)</b>	<b>Lot(s)</b>	<b>Section(s)</b>	<b>Burial Date</b>	<b>Vet Status</b>
Monson	Donald	10/22/1941	12/27/2023	Graves	8	30	1-N	01/12/2024	No
Chavez	Maria	06/26/1979	12/14/2023	Catholic	2	59A	2	01/12/2024	No
Leon Villagomez	Maria	11/30/1951	01/17/2024	Catholic	3	123	1	01/30/2024	No
Rommel, Jr.	Charles	02/19/1952	01/12/2024	Odd Fellows	4	202	7	01/31/2024	No
Montalvo-Rodarte	Martin	04/22/1965	01/17/2024	Catholic	5	187	10	01/31/2024	No