

# ORLAND CEMETERY DISTRICT

September 13, 2022

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.*

**1. Call to order:**

**2. Pledge of Allegiance:**

**3. Roll call:**

**4. 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.*

**5. Consent Calendar:**

A. Approval of the August 9, 2022, Board Meeting Minutes:

B. Approval of August 2022 Monthly Expenditures/Claims:

C. Adopt Resolution 2022-09-13-01: Authorizing Transfer of Funds: Grant monies from the Barceloux-Tibessart Foundation.

D. Adopt Resolution 2022-09-13-02: Authorization of Signature on County Claim Forms.

E. Adopt Resolution 2022-09-13-03: Authorization of Signature on District Payroll.

**6. Information Items:**

**A. Managers Monthly Report:**

1. Sales, Burials, Deposit, Major Purchases.
2. Incidents/Safety Report.
3. Correspondence.
4. Grounds & Maintenance Report.

**7. Board Discussion and Possible Action Items:**

- A. Orland Cemetery District Policy and Procedures Revision: Implementation “No Alcohol Policy Deposit”, “Additional Overtime Fee”, “Saturday Service Fee Increase”, and “Extreme Heat Days”.
- B. Discussion Orland Cemetery District 06/30/2021 Audit:
- C. Discussion on Paskenta/Flournoy Cemetery Request:

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

- A. CalCard Approval for monthly PG & E billings.

**9. Old Business:**

- A. Policy Review “No Alcohol Permitted on Premise” – Sign implementation/Update.
- B. Graves Cemetery Well Building Update:
- C. Update on purchase of Kubota RTV:
- D. Building Air Condition Installation Update:
- E. Orland Cemetery District – Financial Software Purchase Update:

**10. Trustee Discussion and Comments:**

**11. Staff Reports:**

**12. Adjournment:**

This Agenda was posted this 6<sup>th</sup> day of September by Staci K. Buttermore, Administrative Assistant.

*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).*