

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

March 12, 2024

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 Chair Rick Beale followed by the Pledge of Allegiance.

**Members Roll Call:** Members present, Chair Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, and Office Manager Staci Buttermore. There were no members of the public present and no public comments.

### CONSENT CALENDAR:

#### **A. Approval of the February 13, 2024, Board Meeting Minutes:**

Trustee Kevin Donnelley made a motion to approve the February 13, 2024, Board Meeting Minutes as presented, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor, the motion **PASSED unanimously**.

#### **B. Approval of February 2024 Monthly Expenditures/Claims/Sales:**

Trustee Kevin Donnelley made a motion to approve the February 2024 Monthly Expenditures/Claims/Sales as presented, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor, the motion **PASSED unanimously**.

### INFORMATION ITEMS:

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

1. Major Purchases: There we no major purchases for the Month of February 2024.
2. Incidents/Safety Report: None to report.
3. Ground Improvement Projects & Maintenance Report:
  - The manager will be out from February27, 2024 through April 1, 2024.

### NEW BUSINESS/FUTURE AGENDA ITEMS:

#### **A. Consideration of Notice of Intent of coverage by Golden State Risk Management Authority for Fiscal Year 2024-2025:**

Trustee Kevin Donnelley made a motion to approve the Notice of Intent of Coverage to withdraw for fiscal year 2024-2025 (Golden State Risk Management Authority), Trustee Dottie Tefelski seconded the motion. A voice vote was held, all were in favor, the motion **Passed unanimously**.

**B. Orland Cemetery District – Resolution No. 2024-03-12 to Transfer Funds:**

The Orland Cemetery District received grant monies from the County of Glenn in the amount of \$5,646.01. These funds are designated for the Orland Cemetery Ossuary Beautification Project. This resolution would transfer these funds from Miscellaneous Revenue 74112 to Special Department Expense 03280. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District's Resolution No. 2024-03-12 to transfer funds, Trustee Kevin Donnelley seconded the motion. The vote was 3-0 in favor, the motion **PASSED unanimously**. (Beale – Yes, Donnelley – Yes and Tefelski – Yes)

**C. G.S.R.M.A. Board of Directors Election Ballot:**

Trustee Kevin Donnelley made a motion to submit the G.S.R.M.A. Election Ballot, with the vote going towards the Orland Cemetery District incumbent Rick Beale, Trustee Dottie Tefelski seconded the motion. The vote was 2-0 in favor, with Chair Rick Beale abstaining from the vote.

**D. Proposed Orland Cemetery District Payment Policy:**

Office manager Staci Buttermore explained to the District Trustees the cost and time staff is spending when it comes to returned checks. Staci stated that she had reached out to other districts and their payment policies. Most Districts do not take personal checks for burial services. Office manager Staci Buttermore presented the proposed Orland Cemetery District Payment Policy. This policy states the form of payment that would be accepted by the Orland Cemetery District. The District would only accept "Cashiers Checks" and "Money Orders" for burial services. Personal checks would still be accepted for Pre-Need and Contract Payments. Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District Payment Policy as presented, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor. **PASSED unanimously**.

**E. Orland Cemetery District Landscape Timer:**

(3) Quotes were received for the replacement of the landscape timer at the IOOF Cemetery.

1. Sprinkler Pro - \$1,526.00
2. Lely's - \$3,130.44
3. de Jong Irrigation - \$1,326.00

Trustees reviewed each of the proposals. A motion was made by Trustee Kevin Donnelley to accept proposal #1 from Sprinkler Pro in the amount of \$1,526.00, staff is directed to verify that their license is current and in good standing, Trustee Dottie Tefelski seconded the motion. The vote was 3-0 in favor. **PASSED unanimously**.

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

**F. Summer Hours for Groundskeepers:**

Office Manager Staci Buttermore reported that she had discussed summer hours with the groundskeepers. It was suggested by one that these hours be established for the full summer (June 1, 2024 – September 1, 2024). Many District that are affected by hot temperatures over 85 degrees do have summer hours and perform burials early starting at 9:00 a.m. and ending at 12:00 noon. This is done to protect the employees and families from heat illnesses. It was discussed that having various hours may be better for our families/clients. This item will be placed on the April 9, 2024, Board Meeting Agenda for further discussion.

**G. Orland Cemetery District Job Descriptions:**

Office Manager Staci Buttermore submitted for the Trustees review updated job descriptions. These descriptions better reflect the duties of the employees. The District's current job descriptions are outdated and do not reflect the positions of current employees. Trustees asked for additional time to review the newly proposed descriptions. This item will be placed on the April 9, 2024, Board Meeting Agenda for further discussion.

**OLD BUSINESS:**

**A. Ossuary Beautification Project Discussion/Planning:**

District Manager Steve Thomas is out of the office until April 1, 2024, and no update was available for this meeting. This item will be placed on the April 9, 2024, Board Meeting Agenda for further discussion.

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

Trustee Dottie Tefelski stated that the 2023 Grant is still being worked on. Obtaining Veteran markers is a slow process. Dottie recommended that no application for 2024 Barceloux-Tibessart grant be submitted. It was agreed upon that the Veteran Beautification be revisited for the 2025 grant year.

**C. Golden State Risk Management Authority:**

Office Manager Staci Buttermore stated that the District's 2023/2024 RMAP Application has been submitted along with the additional information that was requested.

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

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

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

**CLOSE SESSION:**

No session was held.

**RETURN TO OPEN SESSION:**

No session was held.

**TRUSTEE DISCUSSION AND COMMENTS:**

**A. Monthly Safety Meeting – Trustee Kevin Donnelley:**

1. Cemetery Worker Safety – Meeting held on March 5, 2024.

**OFFICE MANAGER REPORT:**

- A. The Office Manager’s Monthly Report was included in the agenda packed.
- B. February 2024 Burials. (9) Full Burials and (2) Cremation Burials.
- C. Staci will be attending the CAPC 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.

**ADJOURNMENT:** Chair Rick Beale adjourned the meeting at 10:43 a.m.

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

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

# Orland Cemetery District

## Inclement Weather and Emergency Closing Policy

The Orland Cemetery District (“District”) will use the following guidelines and procedures for inclement weather to safeguard cemetery visitors and staff. The District retains the right to cancel or curtail scheduled services and cemetery access due to weather conditions. Information from the National Weather Service (“NWS”) will be used to determine required actions.

### I. HIGH WIND:

The NWS issues three tiers of warnings for high wind, listed below along with NWS recommended actions:

- **High Wind Warning:** Take Action! Sustained, strong winds with even stronger gusts are happening. Seek shelter. If you are driving, keep both hands on the wheels and slow down.
- **High Wind Watch:** Be Prepared! Sustained, strong winds are possible. Secure loose outdoor items and adjust plans as necessary so you're not caught outside.
- **Wind Advisory:** Take Action! Strong winds are occurring but are not so strong as to warrant a High Wind Warning. Objects that are outdoors should be secured and caution should be taken if driving.

The District will take the following actions based on NWS Wind Warnings:

- **High Wind Warning:** At the discretion of District management, scheduled services may be cancelled, and the cemetery and District offices closed to public access while the High Wind Warning is in effect.
- **High Wind Watch:** At the discretion of District management, security may restrict the use of umbrellas and other unsecured shade structures. Cemetery mobile shade structures may not be available for use during services. Services may be moved away from large trees or other overhead dangers.
- **Wind Advisory:** No action by the District, but visitors are encouraged to exercise caution while on grounds and avoid overhead dangers and use of unsecured shade objects such as umbrellas.

### II. THUNDERSTORM WARNING:

The NWS issues two tiers of warnings for thunderstorms, listed below along with NWS recommended actions:

- **Severe Thunderstorm Warning:** Take Action! A Severe Thunderstorm Warning is issued when severe thunderstorms is happening or is imminent in the warning area. Severe thunderstorms have wind 58 mph or higher and/or hail 1 inch or larger. Seek shelter inside a sturdy building, away from windows.
- **Severe Thunderstorm Watch:** Be Prepared! A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. Winds 58 mph or higher and/or hail 1 inch or larger are possible in a severe thunderstorm. Secure items outdoors that may blow around in high winds. Stay informed and be ready to take action.

The District will take the following actions based on NWS Thunderstorm Warnings:

- **Severe Thunderstorm Warning:** At the discretion of District management, scheduled services may be cancelled, and the cemetery and District offices closed to public access while the Severe Thunderstorm Warning is in effect.
- **Severe Thunderstorm Watch:** No action by the District, but visitors are encouraged to exercise caution while on grounds and avoid overhead dangers and use of unsecured shade objects such as umbrellas.

**III. ADDITIONAL INCLEMENT WEATHER WARNINGS:**

The NWS may issue other inclement weather warnings, to include tornadoes, dust storms, hail, lightning, flooding, or other forms of potentially dangerous weather patterns. District management is authorized to close the cemetery and District offices to public access based on information supplied by the NWS or based on visual evidence of the existence of dangerous weather, when necessary to protect life and property.

**IV. ADDITIONAL EMERGENCY CLOSURES:**

District management may close, restrict, or modify access to the cemetery and District offices for conditions that pose a danger to life and property. Examples of situations that may warrant closures include:

- Credible threats of violence or the imminent or active existence of violence.
- Structural damage as the result of earthquake(s) that render the cemetery or District buildings unsuitable for public access.
- Imminent threat from active fires.
- States of emergency issued by public health organizations.

This list is not intended to be all inclusive. District management is instructed to follow the direction of local, county, state, and federal authorities during times of crises and are empowered to take all legal actions necessary to protect life and property.

**V. NOTICE OF CLOSURE OR RESTRICTED ACCESS & REOPENING:**

Notice of closure or restricted access, as well as reopening, will be posted on:

- District website – [Orlandcemeterydistrict.com](http://Orlandcemeterydistrict.com)
- Facebook
- The front of the cemetery
- District office

**VI. RESCHEDULING OF CANCELLED SERVICES:**

To mitigate hardship on families resulting from cancellation of services, District management is authorized to use mandatory overtime and additional service times as needed to reschedule services as quickly and efficiently as possible.

**VII. IMPLEMENTATION DATE:**

This policy will be effective starting April 9, 2024.

**VIII. REVIEW AND AMENDMENT:**

This policy is subject to periodic review and may be amended or revised as deemed necessary by the Orland Cemetery District Board of Directors. Any changes to the policy will be communicated to the public in a timely manner.

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees of the Orland Cemetery District in a regular meeting held at its regular place of meeting this the 9<sup>th</sup> day of April 2024.

Vote:

AYES: ( )

NOES: ( )

ATTEST: ( )

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Staci Buttermore, Secretary  
Orland Cemetery District

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Rick Beale, Chairperson  
Orland Cemetery District  
Board of Trustees

# Orland Cemetery District Legislative Action Policy

## **I. LEGISLATIVE ACTION POLICY:**

### **A. Purpose:**

The purpose of the policy is to guide Orland Cemetery District (District) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff regarding monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Trustees. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District Manager, Office Manager or other designee, discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Trustees. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

### **B. Policy Goals:**

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Trustees and District Staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

### **C. Policy Principles:**

The Board of Trustees recognizes the need to protect the District’s interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Trustees.

This policy provides the District Manager, Office Manager or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Trustees to set Advocacy Priorities to provide policy guidance. The Board of Trustees shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Trustees at a



regularly scheduled board meeting for formal direction from the Board. The Board of Directors may also choose to establish a standing committee of two Directors, known as the "Legislative Advocacy Committee," with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Generally, the District will not address matters that are not pertinent to the district's local government services, such as social issues or international relations issues.

**D. Legislative Advocacy Procedures:**

It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Trustees. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Trustees and District Manager, Office Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The District Manager, Office Manager, or other designee, will act on legislation utilizing the following procedures:

1. The District Manager, Office Manager or other designee shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association, California Association of Public Cemeteries, or other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, the District's response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the District Manager, Office Manager, or designee. The District Manager, Office Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the District Manager, Office Manager, or designee, on behalf of the Board of Trustees.
4. All draft legislative position letters initiated by the District Manager, Office Manager or designee shall state whether the district is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. "the funding the district will lose due to this bill could pay for X capital improvements."

- A. Support – legislation in this area advances the district's goals and priorities.

B. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.

5. The District Manager or Office Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the District Manager or Office Manager.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the District Manager, Office Manager or designee if any of the following criteria is met:
  - A. The position is consistent with the adopted Advocacy Priorities;
  - B. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
  - C. The position is approved by the Board of Trustees [or the Legislative Advocacy Committee].
8. Wherever possible, positions should be communicated to the Board of Trustees in advance of delivery. In the event an issue is time sensitive, the legislative positions adopted outside of a regularly scheduled Board Meeting shall be communicated to the Board of Trustees at the next regularly scheduled Board Meeting. When appropriate, the District Manager, Office Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Trustees.

## **E. Advocacy Priorities**

### **Revenue, Finances, and Taxation**

Ensure adequate funding for cemetery districts’ safe and reliable core local service delivery. Protect cemetery districts’ resources from the shift or diversion of revenues without the consent of the affected districts.

Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts’ property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grants and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

### **Governance and Accountability**

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

### **Human Resources and Personnel**

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

### **Infrastructure, Innovation, and Investment**

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

## **II. IMPLEMENTATION DATE:**

This policy will be effective starting April 9, 2024.

## **III. REVIEW AND AMENDMENT:**

This policy is subject to periodic review and may be amended or revised as deemed necessary by the Orland Cemetery District Board of Trustees. Any changes to the policy will be communicated to the public in a timely manner.

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees of the Orland Cemetery District in a regular meeting held at its regular place of meeting this the 9<sup>th</sup> day of April 2024.

Vote:

AYES: ( )

NOES: ( )

ATTEST ( )

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Staci Buttermore, Secretary  
Orland Cemetery District

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Rick Beale, Chairperson  
Orland Cemetery District  
Board of Trustees



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**Fwd: Fw: Special District Partnership Opportunities - H.R. 7525, Legislative Days, and Capitol Staff Tour**

1 message

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Carol Griese <publiccemeteries@gmail.com>  
To: Carol Griese <publiccemeteries@gmail.com>  
Bcc: orlandcemdist@gmail.com

Wed, Apr 3, 2024 at 12:34 PM

Hello,

Please find below some information from CSDA in regards to H.R.7525. If your district would like to send a support letter please see the "complete this short form" below. Fill it out and CSDA will make sure the letter gets sent out on your behalf. If you have any questions in regards to this support please contact CSDA and their information is below.

**Carol Griese**  
**Executive Director**  
**(951) 925-1111**  
**publiccemeteries@aol.com**  
**www.capc.info**

**H.R. 7525 – Special District Grant Accessibility Act Coalition – Deadline April 5**

The National Special Districts Coalition (NSDC), of which CSDA is a founding member, is the lead endorser of the bi-partisan H.R. 7525 – **The Special District Grant Accessibility Act**, sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO). On March 7, 2024, the U.S. House Oversight and Accountability Committee approved the bill with an overwhelming 38-2 vote. As it moves to the House Floor, **CSDA is asking our partners if they would sign-on to a coalition letter we are building. The deadline to sign-on is April 5.**

**To sign-on to the H.R. 7525 Coalition Letter, please complete this short form.**

You can find additional information at Special District Grant Accessibility Act - California Special Districts Association (csda.net)

The Special District Grant Accessibility Act embodies NSDC's longstanding legislative objective of codifying in federal law a first-ever, formal definition of "special district." In addition to establishing such a definition, H.R. 7525 would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs.

**Kyle Packham**

*Chief Advocacy and External Affairs Officer*

California Special Districts Association

1112 I Street, Suite 200

Sacramento, CA 95814

877.924.2732 office

# **Orland Cemetery District Hours of Operation Policy**

## **1. Introduction:**

This hours of operation Policy outlines the standard working hours for all groundskeeper employees of Orland Cemetery District throughout the year. The policy is designed to ensure a fair and consistent approach to working hours while prioritizing the well-being and safety of our employees.

## **2. Summer Hours: (Groundskeepers/District Manager)**

Summer hours will be in effect from June 1<sup>st</sup> to September 30<sup>th</sup> annually. During this period, the standard working hours will be from 6:00 a.m. to 2:30 p.m., with a half-hour lunch break. The purpose of implementing summer hours is to protect our employees from excessive heat during the warmer months.

## **3. Winter Hours: (Groundskeepers)**

Winter hours will be observed from October 1<sup>st</sup> to April 30<sup>th</sup> each year. During this period, the standard working hours will be from 7:00 a.m. to 3:30 p.m., with a half-hour lunch break.

## **4. Office Hours: (Office Manager/District Manager)**

Office hours will be Monday – Friday 7:00 a.m. to 3:30 p.m. Closed from 12:00 p.m. to 12:30 p.m. for lunch.

## **5. Purpose:**

The establishment of summer hours is primarily aimed at safeguarding our employees from the potential risks associated with working in extreme heat conditions. By starting work earlier in the morning, we aim to minimize exposure to high temperatures during the peak hours of the day, thereby promoting the health and well-being of our workforce.

## **6. Responsibilities:**

It is the responsibility of all employees to adhere to the designated working hours outlined in this policy. Any deviations from the standard hours must be approved by the relevant District Manager or Office Manager in advance.

**7. Flexibility:**

While this policy establishes standard working hours, we understand that certain circumstances may require flexibility. Employees are encouraged to discuss any specific scheduling needs or concerns with the District Manager, who will provide reasonable accommodation whenever possible.

**8. Compliance:**

All employees are expected to comply with this Working Hours Policy at all times. Failure to adhere to the specified working hours without prior authorization may result in disciplinary action in accordance with company policies and procedures.

**9. Review and Amendments:**

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any proposed amendments to the policy will be communicated to all employees in a timely manner.

**10. Conclusion:**

At Orland Cemetery District, we prioritize the health, safety, and well-being of our employees. By implementing this Working Hours Policy, we aim to create a supportive and conducive work environment that promotes work-life balance and employee satisfaction.

Should you have any questions or require further clarification regarding this policy, please do not hesitate to contact the District Manager or Office Manager.

**PASSED, APPROVED and ADOPTED** by the Board of Trustees of the Orland Cemetery District in a regular meeting held at its regular place of meeting this the 9<sup>th</sup> day of April 2024.

Vote:

AYES: ( )

NOES: ( )

ATTEST: ( )

\_\_\_\_\_  
Staci Buttermore, Secretary  
Orland Cemetery District

\_\_\_\_\_  
Rick Beale, Chairperson  
Orland Cemetery District  
Board of Trustees



**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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**March 2024**

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

- 03.01.2024 – Process Streamline Monthly Warrant.  
Process Payroll for PPE 03/01/2024.  
Theron went home at 10:00 a.m.  
Chris went home at 10:00 a.m.  
Steve out.  
Create an Orland Cemetery District Payment Policy.  
Jacinta Santos headstone placed 2x4.  
Silvino Garza headstone placed 2x8.  
Tomas Llamas headstone placed 2x4.**
- 03.04.2024 - Prepare March 12, 2024 Board Meeting Agenda.  
Process Burial Payment and Burial Paperwork for George Overton.  
File an Automobile Loss Claim – Theron's Truck, rock hit windshield.  
Salvador Alvarez Ramirez headstone placed 2x8.  
Jose Gonzalez headstone placed 2x4.  
James W. Porter Military Plaque placed 2x4.  
Loretta Grisaffi headstone placed 2x4.  
Winston and Sally Megorden 2x4.  
Update Website.  
Steve called he will be off work until 04/01/2024.  
Finish Orland Cemetery District Payment Policy.**
- 03.05.2024 - Conducted monthly safety meeting – Cemetery Worker Safety.  
Prepared Burial Worksheet for Janice Kendrick. (Mailed)  
Process Flores Contract Payment – Final Payment.  
Review Orland Cemetery District Job Descriptions.**
- 03.06.2024 - Prepare Burial Worksheet for Erna Garton – Masonic.  
Trip to Willows – PG & E Warrant & (2) Burial Permits.  
Trip to Orland – Check Post Office Box Mail.  
Completed March 12, 2024 Board Meeting Agenda. Emailed to Trustees,  
posted on website and posted at the District Office.  
Assign AB1234 Ethics & SB1343 to All Employees and Trustees. This can  
be completed in Vector Solutions.**



Compile final additional documentation for RMAP Program as requested by Steve Woods. All items requested was emailed to Steve Woods.  
In Person Appointment: Caroline Loewen – Pre Need Quotes/Questions.

- 03.07.2024 - Process Contract Payment Nancy Fuentes-Oliver Contract #2900.  
Prepare G.S.R.M.A. Health Premium Warrant.  
Complete Orland Cemetery New Job Descriptions.  
Email Board Meeting Supporting Agenda Documents.  
Theron/Chris – Worked on setting monuments.  
Left another message for Veronica Alvarez in regard to her NSF check.
- 03.08.2024 - Complete the Barceloux-Tibessart Foundation Grant Utilization Report.  
Schedule Glass Repair for Theron's F250 Work Truck – Scheduled for 03/12/2024 between 8-12 noon.  
Prepare Monthly Warrants.  
Preparing VA paperwork for Temporary Veterans Monuments.  
Following up meeting with Caroline Loewen.  
Met with Sheila Culp, received payment for Vase placement.  
Prepare Burial Worksheet for Lois Schuler.
- 03.11.2024 - Placed an order for 2 cases of Crowne Doubles.  
Prepare US Bank Monthly Warrant.  
Prepare PG & E Monthly Warrant.  
Reconcile February Financial Reports.  
Trip to Post Office.  
Process Returned Check from Alvaraez – still owes \$500.00.
- 03.12.2024 - Process Burial Paperwork for Winston & Sally Megorden.  
Attend Monthly Board Meeting.  
Burial Quote for Michael Martinez.  
Process Monthly Warrants – Distribute to DOF. (Trip to Willows)  
Dropped of Deposit to the DOF. (Trip to Willows)  
Drop of Burial Permits. (Trip to Willows)  
Trip to Post Office.  
Theron – submitted Machine Guarding, Eye Safety, Electrical Safety -  
Building Evacuation and Emergencies.  
Emailed OCD GSRMA 2024 Completed Ballot.
- 03.13.2024 - Mailed "Notice to Withdraw" to GSRMA.  
Burial Quote for Billy Ponciano.  
Emailed Humberto about Audit. He stated that Heather Clay in his department would be working on acquiring the audit information for the District.  
Process New Contract #2930 for Israel & Ivonne Carreno.

Client Appointment with Vernon and Betty Lewis.  
GASB 68 Request – Sent an email to Kendall and Kateryna at Bartel Associates. I am not sure what this is for? It looks like we contract with Bartel Associates for this report and in 2021 it cost \$1,400.00.

- 03.14.2024 - Travel Day to San Diego for CAPC.  
Registration – Exhibitor's hospitality.
- 03.15.2024 - CAPC Annual Conference – San Diego
- 03.16.2024 - CAPC Annual Conference – San Diego
- 03.17.2024 - Travel Day from San Diego
- 03.18.2024 - Process Payroll PPE 03/17/2024.  
Prepare Burial Worksheet for Donald Leeman.  
Prepare Burial Worksheet for Michael Martinez  
Research Graves for John Lundberg.  
Spoke to Issac Fairbanks about his NSF Check. He was told the balance due.  
Process Contract Payment for Marcy Kendrick.  
Process Niche #41 Veron Lewis Purchase/Payment.  
Reservation made for July 31 & August 1 for PCA Conference in Grass Valley.  
Prepare PCA March 2024 Board Meeting Minutes – From San Diego.  
Process monument payment for Hernandez - \$450.00. 2x8 & Breakout.  
Headstones Received: Kendrick, Trovao, Roller, Hernandez.  
Start Orland Cemetery District 03/12/2024 Board Meeting Minutes.  
Permission to Use Plot Forms for Snodgrass/Martinez. Emailed to plot owners for their signatures.
- 03.19.2024 - Post February Minutes to website.  
Update Burial Services on website.  
Rough Draft of March Minutes.  
HEADSTONES PLACED: (2- 2x8) Kendrick & Viramontes.  
Process payment for returned Fairbanks Check.  
Quote Huizar Baby Monument 2x2 \$165.00 20LX10W.  
Compiling 2022 audit requests.
- 03.20.2024 - Compiling 2022 audit requests.  
Garton Family Ancestry Request.  
Grave Sale – Froilan Frias – Quote  
Process Buttermore's Travel Reimbursement Warrant.  
Fairbank headstone was reset.

- 03.21.2024    Called Isiac Fairbank to let him know that his son's headstone has been reset.  
Process Grave Sale for Mario Frias.  
Process Eagle Security Warrant.  
Process Contract Payment #2590 – Irvin  
Process Contract Payment #2800 – Walker  
Trip to Post Office.  
Called and spoke to Geoffrey Baugher about Delbert's Military Plaque, family wants to be present for placement. \$40.00 Glue on Fee still needs to be paid.  
Called Sheila Simson to let her know that Ronald Roller's Headstone has been placed along with the new Granite Vase for Ron & Julie Simson.
- 03.22.2024 -    Discussed with the groundskeeper the grass rust that is going on in the Cemetery yards. Grass rust is a fungus. Low soil nitrogen and low water availability that leads to slow growth, is one of the causes. Theron is going to do a test plot in the Old Catholic Cemetery to see if a nitrogen/weed & feed will help.  
Theron out at 12:00 p.m. for DMV Appointment  
Chris out at 1:00 p.m.  
Compiling 2022 audit requests.
- 03.25.2024 -    Prepare Burial Quote for Carolyn Mudd.  
Trip to Post Office.  
PG & E #2 Warrant prepared.  
GASB -68 – NIGHTMARE!!!  
Re-pour Andrew Willis 2x4 Monument.  
Burial Quote for Jessie Cook.  
Process Pre Need Purchase/Contract #2930 – Caroline Loewen.  
Mailed out Friendly Reminders for Contracts.
- 03.26.2024 -    Burial Quote for Joetta & Jerry Wigdahl  
Burial Quote for Thomas Field  
Prepare PG & E #2 Warrant.  
Audit 2021-2022. (Working on Un Earned Revenue)  
Phone meeting with the Bernard Family (Larry – son).
- 03.27.2024 -    Met with the Martinez Family – Interested in a Niche.  
New Catholic Cremation Section – Needs mapped out. (Steve Project)  
Working with Theron on a Fertilization and Weed Control program.  
AUDIT Requests – 2021-2022 Un Earned Revenue Spreadsheet – This sheet was a mess. Many errors!  
Theron/Chris out at 11:00 a.m. (rain)

Sent Audit request to DOF – for report request from Auditor. Received reports.

Burial Worksheet for Carolyn Mudd, resent to family.

03.28.2024 - Reports from DOF that were requested on 03/27 were the wrong REPORTS!!!!!! Sent 2<sup>nd</sup> request.

Audit Request – Payroll. Sent requested reports to Auditor.

Trip to Post Office.

Process Burial paperwork for Russell Woods.

Process burial payment for Russell Woods and Helen Hahn.

Process Grave Sale – Moises Vaquera.

03.29.2024 - Process Payroll PPE 03/30/2024.

Compiled GASB-68 CalPERS Payroll Report for Foster-Foster.

Process Monthly Utility Warrants – Distribute to DOF. (Trip to Willows)

Dropped of Deposit to the DOF. (Trip to Willows)

Drop of Burial Permits. (Trip to Willows)

Met with the Tinoco Family – Pedro Rodriguez.

2024-2025

Budget Estimates/Questions

1. Do we have any auction items for 2024-2025? Account #78103.
2. If Rick gets elected add \$5,000 to Insurance Reimbursement Account # 74124.
- 3.