

# ORLAND CEMETERY DISTRICT

Trustee Board Meeting

DECEMBER 9, 2025

9:00 A.M.

A Board Meeting of the Governing Board of the Orland Cemetery District ("District") will take place at 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 Board cannot act on any unscheduled items unless it is declared by a vote of at 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:       Chair Beale                       Vice Chair Donnelley                       Trustee Tefelski  
 District Manager Buttermore                       Grounds Foreman Ollenberger

Guests: \_\_\_\_\_

4. Public comment on any agenda item – Open or Closed:

*The Orland Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. All persons wishing to speak must inform the clerk in advance of the start of the meeting. Public comments are limited to three minutes per speaker.*

*Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Trustees may respond briefly or refer the communication to staff. The Trustees may also request the clerk to calendar an item related to your communication at a future Trustees meeting.*

5. Consent Calendar: *Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.*

- A. Approval of October 2025 Monthly Financial Expenditures/Claims Reports:
- B. Approval of November 11, 2025, Board Meeting Minutes:

6. Information Items:

A. Managers Monthly Report: (November 2025)

- 1. Incidents/Safety Report: No incidents to report.
- 2. Correspondence/Community Communications:

3. CemSites Software Program: The first training meeting was conducted on December 4, 2025.
4. Events Scheduled/Attended: PCA Zoom Meeting was held on November 25, 2025.
5. Burial Report (November 2025): (7) Full Burials – (1) Cremation Burial: 11.05.2025 – Judie Martin, 11.06.2025 – Juan Mota, 11.07.2025 – Madrean Benton, 11.13.2025 – Donnan Arbuckle, 11.14.2025 – Georgia Welch, 11.15.2025 – Joseph Broussard, 11.18.2025 – Joann Schaad, 11.19.2025 – Horaco Chavez.
6. Sales, Burials and Deposits October: (7) Full Burials (0) Disinterment and (1) Cremation Burials, (0) Niche, (0) Grave with Pre-Needs, (0) New Contract, (0) Grave Sales, (3) Pre-Needs Sale, (0) Gazebo Rental (0) Administration Fee, (2) 2x4 Monuments, (0) 2x6 Monument, (0) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (0) Glue on, and (6) Contract payments.

**B. Grounds Foreman Report (November 2025)**

1. Monuments/Headstones: (See report for details)
2. Grounds Update:

**7. New Business:**

**A. Orland Cemetery District December Office Closures:**

- December 24, 2025 – Office Closed at 12:00 p.m.
- December 25, 2025 – Christmas.
- December 26, 2025 – Christmas Eve observed.
- December 31, 2025 – Office Closed at 12:00 p.m.
- January 1, 2026 – New Year’s Day
- January 2, 2026 – New Year’s Eve observed.

**8. Old Business:**

- A. Orland Cemetery District – Office Renovation Progress Update:**
- B. Orland Cemetery District Glenn County’s Indigent Burial Update:**
- C. Orland Cemetery District – Reclaimed Graves Update:**

**9. Close session:**

- A. None scheduled.

**10. Return to open session:**

- A. None scheduled.

**11. Trustee Discussion and Comments:**

Trustees and the District Manager may comment upon District events; provide reports on attended meetings and events; and suggest items for future Trustees’ consideration, among other items.

- A. Trustee Comments and Event/Function Report Out.
- B. District Manager Comments and Event/Function Report Out.

**12. Upcoming Conferences/Training:**

None at this time.

13. **Adjournment:**

Any person with a disability who requires accommodation in order to participate in the meeting should telephone the District Cemetery Office at (530) 865-3880, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.

**DECLARATION OF POSTING:** I declare under the penalty of perjury that I am employed by the Orland Cemetery District, and the foregoing agenda was posted on the District's website (<https://www.orlandcemeterydistrict.com>) and at the District office on **Thursday, December 4, 2025.**



Staci K. Buttermore, Board Secretary

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