**ORLAND CEMETERY DISTRICT**

Trustee Board Meeting

**September 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **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.***

1. **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.*
2. Approval of June 2025 Monthly Financial Expenditures/Claims Reports:
3. Approval of July 2025 Monthly Financial Expenditures/Claims Reports:
4. Approval of August 12, 2025, Board Meeting Minutes:
5. Approval of August 15, 2025, Special Meeting Minutes:
6. **Information Items:**
7. **Managers Monthly Report: (August 2025)**
8. Incidents/Safety Report: Graves Cemetery Vandalism.
9. Financial Recap: 2024-2025 Fiscal Year.
10. Correspondence: The Orland Cemetery District has sent a letter of intent to Golden State Risk Management Authority for participation in the 2025-2026 RMAP Program.
11. CemSites Software Program: Maps have been sent to be digitalized and a discover meeting for phase II has been scheduled for September 18, 2025.
12. Events Scheduled/Attended: September 24, 2025 – PCA Meeting in Manteca
13. Burial Report (August 2025): (8) Full Burials – (2) Cremation Burials: 08/05/2025 – Samuel Pinedo, 08/15/2025 – Joyce Alberico, 08/16/2025 – Armando Troncosco, 08/19/2025 – Joe Ortiz, 08/20/2025 – Angelina Mercado, 08/21/22 – Dave Smith, 08/25/2025 – Iris Martin, 08/26/2025 – Nicolosa Moreno, 08/27/2025 – David Macy and 08/28/2025 - Darrel Bridges.
14. Sales, Burials and Deposits July: (8) Full Burials (0) Disinterment and (2) Cremation Burials, (1) Niche, (1) Grave with Pre-Needs, (2) New Contract, (5) Grave Sales, (0) Pre-Needs Sale, (1) Gazebo Rental (2) Administration Fee, (0) 2x4 Monuments, (0) 2x6 Monument, (0) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (1) Glue on, and (10) Contract payments.
15. Bereavement Leave: September 12, 15, 16, and 17.

1. **Grounds Foreman Report (August 2025)**
2. Monuments/Headstones: (See report for details)

* Veterans: Charles Lamb
* Glue On: Blair Family

1. Veteran’s Flags Year-Round Display: Discussion
2. Grounds crew upate:
3. **New Business:**
4. Orland Cemetery District 5-Year Strategic Planning.
5. Hiring an Office Assistant through Rush Personnel Update:
6. Orland Cemetery District Audit 2023-2024: Discussion/Update – (Tentatively scheduled to be completed for the September 9, 2025, Board Meeting).
7. Resolution 2025-09-09: Board Discussion and possible adoption of an additional Board role/title.

1. **Old Business:**
2. New Grasshopper Mower – Discussion regarding new purchase:
3. Orland Cemetery District – Office Renovation Discussion/Design Suggestions:
4. Orland Cemetery District – District staff have placed notice boards throughout each of the District Cemeteries.
5. Orland Cemetery District Ossuary – Brian Hughes, BBK Law, is reviewing project timelines and related documents. He will provide the District with legal guidance and recommendations on how to move this project forward.
6. **Close session:**
7. None scheduled.
8. **Return to open session:**
9. None scheduled.
10. **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.

1. Trustee Comments and Event/Function Report Out.
2. District Manager Comments and Event/Function Report Out.
3. **Upcoming Conferences/Training:**
4. PCA in person meeting - Mantica – Wednesday, September 24, 2025.
5. GSRMA 19th Annual Training Conference – Thursday, October 9th and Friday, October 10th.
6. **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, September 4, 2025.**

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Staci K. Buttermore, Board Secretary

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