

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

Tuesday, January 13, 2026

9:15 a.m.

A Special meeting of the governing Board of the Orland Cemetery District (OCD) was held at the Orland Cemetery District Office, located at 3900 County Road "P", Orland, California 95963 at 9:00 a.m.

Public Notices were posted by the Secretary of the Board on **Friday, January 9, 2026** at the following locations:

1. OCD Office – 3900 County Road "P", Orland, CA 95963
2. The OCD website – <http://orlandcemeterydistrict.com>

CALL TO ORDER, ROLL CALL

Chair Rick Beale called the meeting to order at 9:15 a.m., those in attendance were as follows:

Trustees present:

Rick Beale, Chair

Kevin Donnelley, Vice-Chair

Dottie Tefelski, Trustee Veteran Liaison

Additional participants:

Staci Buttermore, District Manager/Secretary of the Board

Chris Ollenberger, Grounds Foreman

Public present:

There were no guests present.

FLAG SALUTE

Led by Chris Ollenberger, Grounds Foreman.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

A. Approval of November 2025, Monthly Financial Expenditures/Claims Report:

B. Approval of December 9, 2025, Monthly Financial Expenditures/Claims Report:

5. **CONSENT CALENDAR** (Continued from Page 1)

Motion: To approve January 13, 2026, consent calendar, as presented.

Motion: Donnelley – Move approval

Second: Tefelski

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

6. **INFORMATION ITEMS:**

A. Grounds Foreman Report:

1. Monuments/Headstones: Various headstones and monument pads were poured and placed during the month of December 2025.
2. Grounds/Project Update:
 - a. Shop Organization: Trustees were given a tour of the workshop area. Shop equipment is organized and clearly labeled. Trustees expressed satisfaction with the project.
 - b. Weed spraying/fertilizing: All yards will be treated with weed spraying and trees will receive fertilization.
 - c. Maintenance Schedule Change: Each yard will be assigned its own designated maintenance day with two (2) groundskeepers. This change is intended to improve cleanliness and enhance worker safety.

B. Manager's Monthly Report:

1. Incidents/Safety Report: None to report.
2. Correspondence/Community Communications: Thank you letter to CalFire for participation in Wreaths Across America. Thank you letter to Orland Rotary.
3. CemSites Software Program: Training meetings were conducted on December 4, 2025, December 11, 2025, and December 16, 2025. Walk to Gravesite: <https://orland.cemsites.com/>, link added to the Orland Cemetery District's website: Orlandcemeterydistrict.com.
4. Events Scheduled/Attended: December 13, 2025 – Wreaths Across America event took place at the IOOF Cemetery. District Manager will be attending a webinar on Thursday, January 15, 2026, "Non-Profit Leadership Series" sponsored by Alliant through the Public Cemetery Alliance.
5. Burial Report (December 2025): (1) Full Burials – (1) Cremation Burial: 12.18.2025 – Sandra Bronner, 12.19.2025 – Harry Stilwell.
6. Sales, Burials and Deposits December 2025: (1) Full Burials (0) Disinterment and (1) Cremation Burials, (0) Niche, (2) Grave with Pre-Needs, (0) New Contract, (2) Grave Sales, (0) Pre-Needs Sale, (0) Gazebo Rental (0) Administration Fee, (1) 2x4 Monuments, (0) 2x6 Monument, (0) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (1) Glue on, and (10) Contract payments.

7. Customer Refunds: Estate of Jeanne Masters – refund of overtime charge \$450.00.

7. **NEW BUSINESS:**

A. Election of District Officers: Chair, Vice-Chair and Board Secretary.

Motion: To elect Rick Beale as Chair, Kevin Donnelley as Vice-Chair and Staci Buttermore as Board Secretary.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

B. Appointment of Safety Committee Chair:

Motion: To appoint Trustee Kevin Donnelley to the Orland Cemetery District’s Safety Committee.

Motion: Tefelski – Move approval
Second: Beale
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

C. Orland Cemetery District January 2026 Office Closures:

- Monday, January 19, 2026 – Martin Luther King Jr. Day. – District will be closed all day.

D. Resolution No. 2026-01-13 (Review/Approval) – A Resolution Establishing the Appropriations Limit for the Orland Cemetery District for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026.

Motion: To approve A Resolution Establishing the Appropriations Limit for the Orland Cemetery District for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026 No. 2026-01-13, as presented and posted in the Valley Mirror on November 28, 2026.

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

7. **NEW BUSINESS:** (Continued from page 3)

E. Resolution No. 2026-01-13-02 (Review/Approval) – A Resolution Authorizing Transfer of Funds. This transfer is to correct line items to accurately reflect the District expenditures. Financial Analysis: There is no known fiscal impact resulting from this action.

Motion: To approve A Resolution Authorizing Transfer of Funds No. 2026-01-13-02.

Motion: Donnelley – Move approval

Second: Tefelski

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

F. Orland Cemetery District Employee Handbook Policy Update (Review/Approval): The sick leave policy was reviewed by Katie Mola, Deputy General Counsel with Prism. The review was to align the District’s policy with the California Labor Code 246.

Motion: To approve the presented Sick Leave Policy amendment as presented.

Motion: Tefelski – Move approval

Second: Donnelley

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

G. RMAP Requirements: (Review/Discussion/Policy Development) Worker’s Comp Accident Investigation Report Discussion. The District’s Worker Comp Injury in the past has been related to hand and back injuries. District Manager is preparing a policy regarding Worker’s Comp Accidents. This policy will be presented at the District board meeting on February 10, 2026, for review and approval.

H. Orland Cemetery District IOOF Section 9: (Discussion/Review/Approval): It was discussed by the Trustees that IOOF Section 9 that is adjacent to the IOOF Catholic Section 10 becoming an extension of the “New Catholic Cemetery”. Currently, the Catholic Cemetery, Section 10 has the most burials. It is estimated that there are approximately 789 plots still available in Section 10, which is estimated to be 8-10 years before the area would be fully occupied.

Motion: To approve that IOOF Section 9 would be labeled as an extension of the Catholic Cemetery Section 10. This Section will remain closed to sales, or considerations will need board approval.

7. **NEW BUSINESS:** (Continued from page 4)

H. Orland Cemetery District IOOF Section 9: (Discussion/Review/Approval):

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

I. Orland Cemetery District Niche Wall Memorial Decorations: (Discussion/Approval)

Memorial decorations, specifically silicone flower holders, have been placed on the Niche Wall. Family members of decedents have expressed interest in placing similar holders on their loved ones' niche spaces.

Under current District policy, these decorations are not permitted. The policy states: "Flowers may be placed only in vases provided in the ground or granite vases on marker foundations."

Following discussion, the Board of Trustees determined that the District's existing policy will be upheld. The District Manager was directed to expand and clarify the Memorial Decoration Policy to specifically address the Niche Wall and to state that no memorial decorations will be permitted on niche spaces.

The expanded policy will be presented for review and approval at the February 10, 2026, Board meeting.

J. Orland Cemetery District Cybersecurity and Financial Systems Integrity Policy: (Discussion/Approval)

The Board of Trustees reviewed the Cybersecurity and Financial Systems Integrity Policy.

Motion: To approve the Orland Cemetery District Cybersecurity and Financial Systems Integrity Policy as presented.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

7. **NEW BUSINESS:** (Continued from page 4)

K. Orland Cemetery District Vehicle Use and Safety Policy: (Discussion/Approval)

The Board of Trustees reviewed the Vehicle Use and Safety Policy.

Motion: To approve the Orland Cemetery District Vehicle, Use and Safety Policy as presented.

Motion: Tefelski – Move approval

Second: Donnelley

Yes: Beale, Donnelley, Tefelski

Abstain: None

No: None

Absent: None

Motion: **PASSED Unanimously**

8. **OLD BUSINESS:**

A. Orland Cemetery District – Office Renovation Progress Update:

The District Manager stated that the Office Renovation Project has been completed. The Trustees commented that they were pleased with the results.

B. Orland Cemetery District Glenn County’s Indigent Burial Update:

Chair Rick Beale updated the Board on the status of this project. There are still no definitive dates of when the indigent individuals will be laid to rest. The Board instructed the District Manager to contact the District’s Counsel Brian Hughes to see if there are other avenues the District can explore to expedite this process.

C. Orland Cemetery District – Reclaimed Graves Update:

District Manager updated the Trustee’s that the identification of the unmarked graves that were discovered by the ground radar surveillance is being completed. This information will be compared to the reclaimed graves list that was posted. Any graves that are on the list that were discovered will be removed. Once this is completed, the updated list will be sent to the District’s Counsel Brian Counsel for his review.

D. Orland Cemetery District Audit 2023-2024: Discussion/Update:

District Manager reported that the District Audit will be presented at the February 10, 2026, board meeting.

E. Wreaths Across America – Event Review:

Trustee Dottie Tefelski reported that the event was attended well and all Veterans within the Orland Cemetery District received a wreath. The date for 2026 is December 19, 2026. District Manager reported that CalFire TGU unit will be participating in future events.

8. **OLD BUSINESS:** (Continued from Page6)

F. Sales of District Equipment: Update on Auction Results.

District Manager reported that the District received \$19,614.00 from the BidCal Auction that was held on December 16 & 17, 2026. Proceeds from the Auction were deposited into line item 78103, QuickBooks receipt number 2526129. Items auctioned were:

- 1984 John Deere 2300B Back Hoe
- Hustler 3400 Mower and Parts
- 2000 Hillsboro Flatbed Trailer
- 2000 Ford F450

9. **Closed Session:**

A. Employee Review District Manager: The Board entered into Closed Session at 11:55 a.m pursuant to Government Code Section 54957 (b) (1) to conduct a performance evaluation and discuss personal matters related to the District Manager's review.

10. **Return to Open Session:**

A. Employee Action: The Board returned to open session at 12:10 p.m. It was reported that the Board conducted a formal performance review for the District Manager where she received an Excellent performance review. No other action was taken.

11. **Trustee Discussion and Comments:**

A. Trustee Comments and Event/Function Report Out:

No report for this meeting.

B. District Manager Comments and Event/Function Report:

No report for this meeting.

12. **Upcoming Conference/Training:**

A. **Roseville Cemetery Equipment Show & Safety Training** – Friday, April 24, 2026.

13. **Adjournment:**

Chair Rick Beale adjourned the meeting at 12:27 p.m.

Respectfully submitted by: _____
Staci K. Buttermore, Board Secretary

Approved: _____