

# ORLAND CEMETERY DISTRICT

Trustee Board Meeting

January 13, 2026

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 November 2025 Monthly Financial Expenditures/Claims Reports:
- B. Approval of December 9, 2025, Board Meeting Minutes:

6. **Information Items:**

A. **Grounds Foreman Report (December 2025)**

- 1. Monuments/Headstones:
- 2. Grounds/Project Update:

6. **Information Items:** (Continued from page 1)

**B. Managers Monthly Report: (December 2025)**

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](http://Orlandcemeterydistrict.com).
4. Events Scheduled/Attended: December 13, 2025 – Wreaths Across America. 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.**

**B. Appointment of Safety Committee Chair:**

**C. Orland Cemetery District January 2026 Office Closures:**

- Monday, January 19, 2026 – Martin Luther King Jr. 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. Notice to Taxpayers advertised in the Sacramento Valley Mirror on November 28, 2026.

**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.

**F. Orland Cemetery District Employee Handbook Policy Update (Review/Approval):** Sick leave policy update to reflect Labor Code 246.

**G. RMAP Requirements: (Review/Discussion/Policy Development)** Worker's Comp Accident Investigation Report Discussion.

**H. Orland Cemetery District IOOF Section 9: (Discussion/Review/Approval):** IOOF Section 9 is adjacent to the IOOF Catholic Section 10. Discussion regarding when IOOF Section 9 will be opened and whether it will be designated as part of the Catholic section. Additionally, consideration of a request from a family seeking to purchase/transfer one (1) plot into this section due to a previously purchased headstone in which the names are reversed.

**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. Currently, these decorations are not permitted under District policy, which states: “*Flowers may be placed only in vases provided in the ground or granite vases on marker foundations.*” Discussion and Board direction are requested to determine whether memorial decorations will be allowed on the Niche Wall and, if so, whether policy amendments are necessary.

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

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

**8. Old Business:**

- A. Orland Cemetery District – Office Renovation Progress Update:**
- B. Orland Cemetery District Glenn County’s Indigent Burial Update: (Tentatively)**
- C. Orland Cemetery District – Reclaimed Graves Update:**
- D. Orland Cemetery District Audit 2023-2024: Discussion/Update – (Tentatively)**
- E. Wreaths Across America – Event Review**
- F. Sales of District Equipment: Update on Auction Results.**

**9. Close session:**

- A. Employee Review – District Manager. (Gov. Code § 54957).**

**10. Return to open session:**

- A. Employee Action.**

**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 **Friday, January 9, 2026.**

  
Staci K. Buttermore, Board Secretary

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