

# ORLAND CEMETERY DISTRICT

Trustee Board Meeting

February 10, 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 December 2025 Monthly Financial Expenditures/Claims Reports:

B. Approval of January 13, 2026, Board Meeting Minutes:

C. Customer Refund: Betty Myers C/O Sherry Myers: Refund of Grave Purchase \$650.00. Betty Myers has been interred at another location.

6. **Information Items:**

A. **Grounds Foreman Report (January 2026)**

1. Monuments/Headstones:

2. Grounds/Project Update:

B. **Managers Monthly Report: (January 2026)**

1. Incidents/Safety Report: None to report.

2. Correspondence/Community Communications: Nine Veteran Medallion applications and two marker applications were submitted.

3. CemSites Software Program: 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: Attended webinar on Thursday, January 15, 2026, "Non-Profit Leadership Series" sponsored by Alliant through the Public Cemetery Alliance. Legislative Days – April 7 & 8, 2026. Roseville Cemetery Equipment Show & Safety Training – April 24, 2026.

5. Burial Report (January 2026): (2) Full Burials – (2) Cremation Burials: 01.09.2026 – Maria Silva, 01.13.2026 – Maria Mota, 01.23.2026 – Gloria Trent and 01.30.2026 – Dillon Thomas.

6. Sales, Burials and Deposits January 2026: (2) Full Burials (0) Disinterment and (2) Cremation Burials, (0) Niche, (1) 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 (12) Contract payments.

7. **New Business:**

A. **RMAP Requirements: (Review/Discussion/Policy Development)**

- Worker's Comp Accident Investigation Report Discussion:
- Loss Exposure Experience Plan for 2025-2026 Review:
- District Manager has completed the GSRMA Cyber Security Self-Assessment.
- District Manager met with GSRMA Risk Advisor Steve Woods to review the Annual Proactive /Reactive Risk Partnership Plan Meeting.

RMAP deadline for the second half is March 2, 2026. The District will have all program documents completed and submitted by February 13, 2026.

B. **Orland Cemetery District Employee Handbook Update:**

- Discretionary Benefits 8.2:
  - Medical, Dental, Life and Other Insurance:  
Allowing employees spouses to be eligible to enroll in the comprehensive group insurance program at the employee's expense. Any additional premium cost for spousal coverage will be paid by the employee through a payroll deduction.

**8. Old Business:**

- A. Orland Cemetery District Glenn County's Indigent Burial Update: (Tentatively)**
- B. Orland Cemetery District – Reclaimed Graves Update:**
- C. Orland Cemetery District Audit 2023-2024: Discussion/Update – (Tentatively)**

**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.**

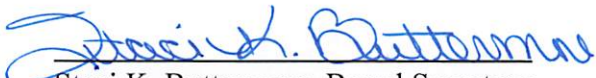
**12. Upcoming Conferences/Training:**

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, February 5, 2026.**

  
Staci K. Buttermore, Board Secretary

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