

ORLAND CEMETERY DISTRICT
Board of Trustee Board Meeting Minutes
August 11, 2026
9:00 A.M.

A Regular 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, August 7, 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 9:00 a.m., those in attendance were as follows:

Pledge of Allegiance: Led by District Manager Staci Buttermore

Trustees present:

Rick Beale, Chair
Kevin Donnelley, Vice-Char
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.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR:

- A. Approval of June 2026 Monthly Financial Expenditures/Claims Reports: Tabled due to the Department of Finance had not completed their year-end process.
- B. Approval of July 14, 2026, Board Meeting Minutes:
- C. Next regular meeting will be held on ***Tuesday, September 8, 2026, at 9:00 a.m.*** at the Orland Cemetery District Office, 3900 County Road P, Orland, CA 95963.

Motion: To approve August 11, 2026, consent calendar, with item A being tabled and items B & C 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 (July 2026)

Grounds keeper report was submitted prior to meeting. Grounds Foreman Chris Ollenberger gave a recap of the District's maintenance and grounds activities for the month of July 2026.

B. Manager's Monthly Report: (July 2026)

1. Incidents/Safety Report:

- Unauthorized Camping at IOOF Cemetery – July 31, 2026.

2. Correspondence/Community Communications:

- None.

3. Events Scheduled/Attended:

- Manager's Meeting – August 14, 2026 – Visalia Public Cemetery District
- PCA Meeting – September 21, 2026 – Manteca, CA.

4. Burial Report (July 2026): (3) Full Burials – (2) Cremation Burials:

- Johnny Vogt – July 8, 2026 – Catholic Cemetery.
- Frances Hawkins – July 9, 2026 – IOOF Cemetery.
- Alan Seefeldt – July 15, 2026 – Old Catholic Cemetery.
- Gerardo Fuentes – July 17, 2026 – Catholic Cemetery.
- Baker Cleveland – July 31, 2026 – Graves Cemetery.

5. Sales, Burials and Deposits July 2026:

- (2) Pre-Needs.
- (9) Contract Payments.
- (2) Full Interment Payments w/Grave.
- (1) Full Interment Payment w/o Grave. (Prior pre-need)
- (2) Cremation Interments.
- (1) Pre-Need Endowment.
- (1) Glue On Purchases.
- (1) Insurance Reimbursement.
- (2) 2x4 Monument Pad Purchases.
- (1) Vase Purchase.

7. NEW BUSINESS:

A. 2026 Conflict of Interest Code: Discussion/Review/Action

District Manager Staci Buttermore reported that pursuant to the Political Reform Act, local government agencies must review its Conflict-of-Interest Code biennially to determine its accuracy or if it is in need of amendment no later than October 1 of each even-numbered year.

The Orland Cemetery District is currently having their policy reviewed with Best, Best and Krieger, Paralegal Cathy Robles. It is tentatively scheduled for review at the Orland Cemetery District's September 8, 2026, Board Meeting.

B. Orland Cemetery District Funeral and Interment Policy: Discussion/Review/Action

The Board reviewed and discussed the proposed Orland Cemetery District Interment Service Policy, which were developed to establish clear and consistent procedures for interment services and related cemetery operations. During the discussion, the District Manager provided several examples of operational issues and recurring concerns the District has experienced with interment services, mortuary coordination, cemetery access, merchandise requirements, and compliance with District procedures. These examples were presented to illustrate the need for clearer, more uniform guidelines for families, mortuaries, vendors, and other organizations conducting business within District cemeteries.

During the review, the Board also discussed the title of the document and agreed that the name should be revised to Orland Cemetery District Interment Service Policy to reflect the purpose and authority of the document.

The proposed policy address interment scheduling, service locations, service duration, payment requirements, required permits, outer burial containers, monument foundations, memorial markers, in-ground memorial vases, graveside parking, music and entertainment, safety, District authority, and other operational requirements. The Board discussed the proposed requirements and their purpose in promoting consistency, improving coordination with mortuaries and vendors, reducing operational and maintenance impacts, and providing District staff with clear procedures for the administration of interment services. This policy is intended to be administered in conjunction with the Orland Cemetery District Rules and Regulations.

Motion: *To approve the Orland Cemetery District Interment Service Policy, with an effective date of September 1, 2026.*

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

The Board directed District staff to provide notice of the new requirements to mortuaries, monument companies, vendors, and other affected parties prior to implementation. The Guidelines shall be administered in conjunction with the Orland Cemetery District Rules and Regulations and may be amended or updated by the District, as necessary.

C. Orland Cemetery District Rules & Regulations: E. Interments (21) Veterans Section

- a. Review who may be interred into Veterans Section 5. Currently per Orland Rules and Regulations, only Veterans and spouses of Veterans. Spouses may purchase plot adjacent to Veteran or have cremated remains placed in Veteran's plot.
- b. Question has been proposed to the District: Can a Veteran's child, who is also a Veteran have their cremated remains interred with their Veteran parent?

The Board reviewed the current eligibility requirements for interment within Section 5 – Veterans Section. Under the District's existing Rules and Regulations, interment within the Veterans Section is limited to eligible Veterans and their spouses. A Veteran's spouse may purchase a grave adjacent to

the Veteran or may elect to have their cremated remains interred within the Veteran's grave, subject to District requirements.

The District Manager presented a question regarding whether the eligibility requirements should be expanded to address circumstances in which the child of an interred Veteran is also a Veteran. Specifically, the Board was asked to consider allowing the cremated remains of a Veteran child to be interred within the grave of their Veteran parent in Section 5.

The Board discussed whether this limited exception would remain consistent with the intended purpose of the Veterans Section while recognizing that both the parent and child have qualifying Veteran status.

***Motion:** To approve an amendment to the Orland Cemetery District Rules and Regulations to allow the cremated remains of a Veteran child to be interred within the grave of their Veteran parent in Section 5 – Veterans Section, subject to all other applicable District interment requirements.*

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 2023-2024 Audit:

The District Manager provided the Board with an update regarding the 2023–2024 District Audit. All requested and required documentation was submitted to the auditor in July. As of the date of the meeting, the District has not received any additional requests for information or further updates regarding the status of the audit.

The District Manager will continue to monitor the progress of the audit and provide the Board with additional information as it becomes available.

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

There was no new update for this ongoing topic. It is the Board of Trustees hope that placement for these individuals will take place soon.

C. Participation in U.S. Army Donation Program Update:

- The letter to Glenn County Board of Supervisors – Request for participation was submitted on May 14, 2026.
- Received Glenn County Board of Supervisors Resolution No. 2026-053, Supporting the Orland Cemetery District's Application to the United States Army Donation Program for the Acquisition and Public Display of Decommissioned Military Equipment.

District Manager reported that the application for the U.S. Army Donation Program was submitted on August 4, 2026.

D. Orland Cemetery District Beautification Project:

The District Manager reported that maintenance staff have begun several cemetery improvement projects, including painting District cemetery signs and installing section marker posts throughout the cemeteries.

The District Manager also reported that additional landscaping improvements are planned for Masonic Cemetery. Depending on seasonal and weather conditions, various trees and shrubs are anticipated to be planted in either early fall or late spring.

Trustee Donnelley reported that he is working on the relocation of the Masonic Cemetery sign. The sign will be returned to its original location near the middle driveway. District maintenance staff will also prune the adjacent trees and vegetation as necessary to improve visibility and accessibility around the sign.

E. Public Cemetery Alliance:

The District Manager provided the Board with an update regarding the Public Cemetery Alliance (PCA) Annual Convention, held July 30–31, 2026. The District Manager reported that the conference was successful and informative, providing valuable information and opportunities to discuss issues affecting public cemetery districts.

The District Manager also provided an update regarding the PCA Director Elections and reported that she was elected to serve as Vice President of the Public Cemetery Alliance.

9. CLOSE SESSION:

None.

10. RETURN TO OPEN SESSION:

None.

11. TRUSTEE DISCUSSION AND COMMENTS:

A. Trustee Comments and Event/Function Report Out.

Trustee Tefelski reported that the Wreath's Across America/Friends of the Orland Cemetery was not chosen this year to receiving funding from the Barceloux-Tibessart Foundation.

B. District Manager Comments and Event/Function Report Out.

No report for this meeting.

12. UPCOMING CONFERENCE/TRAINING:

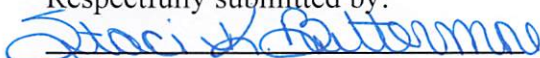
A. Public Cemetery Alliance Board Meeting – September 21, 2026 – Manteca, CA.

B. Golden State Risk Management Authority Annual Conference – October 21-23, 2026.

13. ADJOURNMENT:

Chair Rick Beale adjourned the meeting at 11:00 a.m.

Respectfully submitted by:


Staci K. Buttermore, Board Secretary

Approved: September 8, 2026