

ORLAND CEMETERY DISTRICT
Board of Trustees Meeting Minutes
Tuesday, December 9, 2025
9:06 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 **Thursday, December 4, 2025**, 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 9:06 a.m., those in attendance were as follows:

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.

FLAG SALUTE

Led by Trustee Chris Ollenberger, Grounds Foreman.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

- A. Approval of October 2025, Monthly Financial Expenditures/Claims Report:**
- B. Approval of November 11, 2025, Monthly Financial Expenditures/Claims Report:**

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

Motion: To approve December 9, 2025, 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. Manager's Monthly Report:

1. Incidents/Safety Report: There were no incidents to report for the month of November 2025.
2. Correspondence: There were no correspondent reports for the month of November 2025.
3. CemSites Software Program: The first training for the new software took place on December 4, 2025. District Manager and Office Assistant participated in the training. The training is recorded for future reference. The next scheduled training will be on December 11, 2025, at 8:00 a.m.
4. Events Attended: District Manager attended a Public Cemetery Alliance Meeting via Zoom on 11/25/2025. Annual event has been scheduled for July 30th and 31st, 2026.
5. Burial Report (October 2025): (4) Full Burials – (3) Cremation Burials: 11.05.2025 – Judie Martin, 11.06.2025 – Juan Mota, 11.07.2025 – Madrean Benton, 11.13.2025 – Donnan Arbuckle, 11.14.2025 – Georgia Welch, 11.15.2025 – Joseph Broussard, 11.18.2025 – Joann Schaad, 11.19.2025 – Horaco Chavez.
6. Sales, Burials and Deposits November 2025: (7) Full Burials (0) Disinterment and (1) Cremation Burial, (0) Niche, (0) Grave with Pre-Needs, (0) New Contract, (0) Grave Sales, (3) Pre-Needs Sale, (0) Gazebo Rental (0) Administration Fee, (2) 2x4 Monuments, (0) 2x6 Monument, (0) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (0) Glue on, and (6) Contract payments.

B. Grounds Foreman Report:

1. Monuments/Headstones: (2) Headstones have been placed.
2. Grounds Update: The Bid Cal auction begins on December 10, 2025, included in this sale is the District's discontinued equipment. The shop organization project will begin after the 1st of the year.

7. **NEW BUSINESS:**

A. **Orland Cemetery District December Office Closures:**

The Orland Cemetery District will be closed on the following dates:

- **December 24, 2025 – Office Closed.**
- **December 25, 2025 – Christmas.**
- **December 26, 2025 – Christmas Eve observed.**
- **December 31, 2025 – Office Closed.**
- **January 1, 2026 – New Year’s Day**
- **January 2, 2026 – New Year’s Eve observed.**

These dates have been posted at the District office and the District’s website.

8. **OLD BUSINESS:**

A. **Orland Cemetery District – Office Renovation Progress Update:**

The office renovation project is close to being completed. Staff are preparing for the installation of new lighting and additional electrical outlets.

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

District Manager Staci Buttermore updated the Trustee’s that she has communicated with the District’s counsel Brian Hughes, and at this time there is no update. Chair, Rick Beale stated that he has spoken to the Glenn County Sheriff’s office (Jill) and was told that placements of these individuals could be possible by the end of the year. Chair Beale will follow up with Jill and report back to the board at the January 13th board meeting.

C. **Orland Cemetery District Reclaimed Grave Update:**

Ground penetrating Radar was performed on November 11, 2025, for the IOOF Cemetery and November 25, 2025, for the Masonic Cemetery. District Manager, Staci Buttermore and Office Assistant Karrie Silveira have been researching the unmarked graves. At this point in IOOF Cemetery Section 4 there are 6 unidentified graves and Section 3 there are 39 unidentified graves. Only one of the 45 unidentified graves was on the reclaimed graves list. IOOF Section 1 & 2, and all of the Masonic Cemetery still needs to be reviewed.

9. **Closed Session:**

None was conducted.

10. **Return to Open Session:**

None was conducted.

11. Trustee Discussion and Comments:

A. Trustee Comments and Event/Function Report Out:

Trustee Dottie Tefelski reported that the wreaths were scheduled to be delivered to the District on December 9, 2025, at approximately 12:00 noon. Volunteers have been contacted and wreath placement will begin on December 10th, at 10:00 a.m. The Orland Fire Department will be in charge of the Wreath Ceremony that is being held on December 13, 2025, at the IOOF Cemetery's Gazebo, beginning at 9:00 a.m. New addition this year a crew team from CalFire's Valley View Camp will be participating in the placement of the wreaths on 12/13/2025. They will be providing 16 crew members, and a Fire Captain to help at this year's event.

B. District Manager Comments and Event/Function Report:

The District Manager wished the Trustee's a Merry Christmas and Happy New Year.

12. Upcoming Conference/Training:

A. GSRMA/PCA – Sexual Harassment Training – December 10, 2025, at 9:00 a.m. via Zoom.

13. Adjournment:

Chair Rick Beale adjourned the meeting at 11:18 p.m.

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

Approved: _____