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*ORLAND CEMETERY DISTRICT*

**MAY 2025**

Orland Cemetery District’s

Manager’s Monthly Report

05.01.2025 - Checked email.

Checked in with Chris.

Out Sick.

05.02.2025 - Checked email.

 Spoke to Kevin, regarding Terri Harris – Leona Blackman.

 Out sick.

Chris – Scheduled vacation day.

 Theron – out sick.

05.03.2025 - Checked email.

 Create burial quote for Leona Blackman. Spoke to Terri Harris, schedule service for May 10, 2025, at 10:00 a.m.

 Update website.

05.04.2025 - Down tree in limb in Catholic section. Called in Bryan to help secure the scene and remove the limbs from headstones. District chainsaws would not start, I had to use my personal chainsaw.

05.05.2025 - Morning Staff Meeting. Discussed with Flags would be placed for Memorial Day, and clean up (weed control) in the flag pole area needs to be sprayed so it will look nice for memorial day.

 (Big tree limb removed)

 Theron went home 9:00 – Still not feeling well.

 Chris – Scheduled vacation day.

 Phone call from Dave Robles, regarding the headstone for Isabel Robles. Upset that it has not been placed. This is the headstone that Sweet-Olsen Mortuary did not inform us that it had vases, the monument pad had to be broke out and has yet to be repoured. Explained that it will be completed as soon as possible.

 Started May 13, 2025, Board Meeting Agenda

 Process Leona Blackman burial payment.

 Burial worksheet for Greg Lancaster- Ben Kraemer.

 Complete Heat Illness Prevention Plan.

05.06.2025 - Morning Staff Meeting. – Having Brian stake out graves for (3) scheduled burials.

 Chris Out – Scheduled Day Off.

 Theron Out – Sick.

 ***Monument Pad & Headstone placements:*** This is an area of concern. Groundskeepers get focused on lawn maintenance that these do not get done on a timely basis. I will be reviewing this with Chris to see how this can be streamlined.

 ***Equipment Maintenance:*** This is another area of concern. Chainsaws were needed on May 4th to cut up a downed tree limb and they would not start. No one seems to know when they were operated, and Theron noted that it appeared that oil was placed into the gas side of the saw. I will be reviewing this with Chris to see how this can be corrected.

 Emailed Steve Woods insurance requirements for the JCB Backhoe.

 Spoke to Haley (Sweet-Olsen) Robles headstone. After reviewing the headstone, 2x4 monument pad, it was determined that there was not enough room for in-ground flower vases. Explained to Haley that when the District is left out of the headstone approval process, errors or problems occur, which explain the families frustration. I explained that the only vases that can be added to the monument would have to be granite vases that can be glued on. She will reach out to the family and see how they would like to proceed forward.

 Find a grave: Helped Shirley Ceccon find Eugene Beachamp’s grave site.

05.07.2025 - Morning Staff Meeting – District priorities.

 Placement of Anaya headstone.

 Submit Spray Report for the Month of April 2025 – Ag. Permit.

 Robles Headstone – Haley came out to see the issue with the headstone, she contacted the family to explain that the headstone will have to be moved to the back of the monument pad so that the vases can be added. The family was okay with this, instructed the crew to proceed forward and pour the pad.

 Barbara Bass and daughter wanted to change grave location. Will only be getting one grave, therefore the 2x8 monument that was paid for needs to be refunded the difference between that and a 2x4 monument.

 Submitted paperwork to GSRMA to add backhoe to the District’s policy.

05.08.2025 - Morning Staff Meeting

 Process monthly warrants.

 Finish Agenda and posted to website.

 Backhoe arrived – Luncheon.

05.09.2025 - Morning Staff Meeting: Place Robles headstone, Fox Funeral, Weed Spray Order, Tree Trimming, 2x4 Pour.

GSRMA Monthly Warrant.

 PG & E Monthly Warrant.

 Burial quote for Alice Thomas.

 Process payroll for PPE 05.10.2025.

 Direct burial: Phyliss Montero – Prepare paperwork/schedule.

 Placed Crowne Vault order.

 Helped Dottie place Mother’s Day Flower for War Mothers.

 (3) Veterans Marker received: Donald Allen Norris.

05.10.2025 - Process Burial payment for Jabari Chapman (Barbara Bass)

 Process Sale payments.

 Distribute new backhoe press release: Troy, Steve, PCA and Stephen.

 JCB Policy to Employees.

 Called Dave Robles to let him know that Isabel’s headstone has been placed.

05.11.2025 - Process sales receipts.

 Employee reviews.

05.12.2025 - Checked Email.

 Scheduled day off.

05.13.2025 - Process Adios Warrant.

 Burial worksheet for Don Taresh.

Create budget transfer from for the JCB Backhoe, request FW-9.

 Create OCD Pre-Need Contract Policy.

 Create OCD Mission/Vision Statements.

 Burial Quote for Brenda Reed.

 Overton Monument – Receipt research.

 Process Glenn County Solid Waste monthly warrant.

 Start April 8, 2025, Board Meeting Agenda.

 Process contract payment #2990 – Roberto Herniman.

 Process burial payment for Laura Cannizzaro.

 Process contract payment #3035 - Adela Jimenez.

 Process contract payment #2980 – Veronica Sanchez.

05.14.2025 - Checked E-mail.

 Trip to Willows – Grave Sales Deposit

05.15.2025 - Checked E-mail.

 Checked in with staff.

 Scheduled Day Off.

05.16.2025 - Checked E-mail.

 Checked in with staff.

 Scheduled Day Off.

05.19.2025 - Checked E-mail.

 Checked in with staff.

 Scheduled Day Off.

05.20.2025 - Checked E-mail.

 Checked in with staff.

 Scheduled Day Off.

05.21.2025 - Process Payroll PPE 05.24.2025.

 Start May 13, 2025, Board meeting minutes.

 Meet with Captain Garrett Nixon regarding tree planting and tree removal. Chris reviewed the project with Captain Nixon.

 Burial quote for William Erickson. (Non-resident)

 Emailed Veteran paperwork for Stanley Cooper.

 Installed Flag holder for George Overton.

 Burial quote for Jose Sanchez.

05.22.2025 - SB 777 Opposition Letter.

 Completed May 13, 2025, Board meeting minutes.

 Memo to Chris regarding backhoe operation/training.

 Burial Quote for Robert Lester.

 Burial Quote for Joyce Herman.

05.23.2025 - Cemetery inspections: Graves & Masonic.

Emailed Grave Sale Refund application to Cliff & Judy Penner.

 Burial Quote for Jonathan Cuin-Perez.

 Burial Quote for Greg Lancaster.

 Find A grave – Edward Rose.

 Started April 2025 Financial Reconciliation.

05.26.2025 - Call out – Turn off Sprinklers at IOOF Cemetery.

05.27.2025 - Process Contract Payment #2875 – Kendrick.

 Process Contract Payment #3000 – Llamas

 Process Monthly Warrants.

 Process Contract Payment #3030 – Rico.

 Burial Quote & Schedule Service for Cointa Gonzales – June 17, 2025

 Process Contract Payment #3025 – Plascencia.

 Process Contract Payment #3015 – Flores De Sedano.

 Process Contract Payment #3010 – Cleland.

 Schedule service for Gregory Lancaster – June 28, 2025.

 Update Website.

 CalFire Crew – Planted 117 Trees at the Masonic Cemetery.

 CalFire Crew – Removed dead tree in Section 10 – Catholic Cemetery.

 Flags removed at the IOOF & Catholic Cemeteries.

 Betty Moss headstone: Family upset that the headstone has not been placed. The District received the headstone on this date at 2:00 p.m. The family is doing a celebration of life on May 30, 2025, and wanted the headstone to be in place for the event. Explained to family members that the District would do our best, but this is extremely short notice. Was able to locate an extra monument already poured with (2) vases, Sam agreed that he would pay for the extra vase.

 Finished April 2025 Financial Reconciliation.

05.28.2025 U.S. Bank Warrant.

 Email to Patricia Howard – regarding County to Five Star Banking.

 Process Burial Payment for Cointa Gonzalez.

 Process Contract Payment #2990 – Herniman.

 Process Contract Payment #2970 – Holt.

 Trip to Willows DOF – Sales Deposit.

 Chris set the Betty Moss Headstone.

 Grave Sale to Martha Carrizales.

05.29.2025 OCD District Budget 2025-2026.

 Met with Kraemer Family – Greg Lancaster 06/28/2025.

 Scheduled service for Jose Sanchez Vargas – 06/18/2025.

 Scheduled service for Donna Helm – 06/10/2025.

 Updated website.

 Started June 10, 2025 – Meeting Agenda.

 Veterans count for Dottie – IOOF Cemetery and Catholic Cemetery.

05.30.2025 Burial worksheet for Barton Harwell.

 Burial worksheet for Guy Ussery.

 Meeting with William Erickson – grave selection – Masonic Cemetery.

 Meeeting Jose Vidal – paperwork for plot authorization.

 Meeting with Perez family – plot selection: Catholic G-1 L-237 S-10.

 Veteran Press Release for Stephen Nordbye.

 Polyguard – Ordered 10 Liners & 4 Vaults.

 Distribute and input payroll PPE 05.24.2025.

 Budget 2025-2026.

 Family of Betty Moss left a nice message on how happy they were with the District able to get the headstone placed for their memorial service.