

ORLAND CEMETERY DISTRICT
Board of Trustees Meeting Minutes
Tuesday, October 14, 2025
9:00 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 **Wednesday, October 8, 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 9:04 a.m., those in attendance were as follows:

Trustees present:

Rick Beale, Chair
Kevin Donnelley, Vice-Chair
Dottie Tefelski, Trustee

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 District Manager Rick Beale.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

- A. Approval of August 2025 Monthly Financial Expenditures/Claims Report:**
- B. Approval of September 9, 2025, Monthly Financial Expenditures/Claims Report:**

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

Motion: To approve October 14, 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: (September 2025) (Submitted with Agenda posting)

1. Incidents/Safety Report: Security cameras have been installed at the Graves and Masonic Cemetery. These were installed to help detour vandalism.
2. Correspondence: The Orland Cemetery District has received a check for \$5,000 from Golden State Risk Management Authority for 2025-2026 Board District Compensation, for Rick Beale. Trustee Donnelley and Trustee Tefelski thanked Mr. Beale for serving and representing Cemetery Districts.
3. CemSites Software Program: Records integration is taking place and digitizing cemetery maps.
4. Events Attended: American Planning Conference 09/30/2025 in Monterey, PCA Meeting 10/01/2025 in Manteca.
5. Burial Report (September 2025): (6) Full Burials – (2) Cremation Burials: 09/02/2025 – James & Shirley Millert, 09/03/2025 – Sarah Keener, 09/05/2025 – Richard Young, 09/05/2025 – Andrew Meredith, 09/11/2025 – Darlene Sudberry, 09/12/2025 – Audra Wilcox.
6. Sales, Burials and Deposits September 2025: (6) Full Burials (0) Disinterment and (2) Cremation Burials, (1) Niche, (0) Grave with Pre-Needs, (2) New Contract, (1) Grave Sales, (0) Pre-Needs Sale, (1) Gazebo Rental, (2) Administration Fee, (3) 2x4 Monuments, (0) 2x6 Monument, (0) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (0) Glue on, and (8) Contract payments.
7. Bereavement Leave: September 12th, 15th, 16th and 17th. Manager traveled to Arizona to attend a family funeral.

B. Grounds Foreman Report (September 2025) (Submitted with Agenda posting)

1. Monuments/Headstones: (See report)
 - Veterans: None placed for the month of September.
2. Grounds Crew Update: Staff have been spraying weeds and weed eating is taking place throughout each of the district's cemeteries.
3. Security Update: New back door with new security lock has been installed.

7. **NEW BUSINESS:**

A. Orland Cemetery District Audit 2022-2023:

Orland Cemetery District Audit 2022-2023: Discussion/Update – Tentatively scheduled to be completed November 2025 and the District has processed a progress payment for the Audit. The district will be seeking additional services for Audits 2023-2024, 2025-2026 and 2026-2027.

B. Orland Cemetery District Injury/Illness Prevention Plan Annual Review:

An annual review of the District's Injury/Illness Prevention Plan policy was examined to ensure compliance with current regulations and alignment with the cemetery's mission and community standards. No changes were made to this policy.

C. Orland Cemetery District Emergency Action Plan Annual Review:

An annual review of the District's Emergency Action Plan policy was examined to ensure compliance with current regulations and alignment with the cemetery's mission and community standards. No changes were made to this policy.

D. Orland Cemetery District Return to Work Program Annual Review:

An annual review of the District's Return to Work Program policy was examined to ensure compliance with current regulations and alignment with the cemetery's mission and community standards. No changes were made to this policy.

E. Orland Cemetery District Purchasing Policy Annual Review:

An annual review of the District's Purchasing policy was examined to ensure compliance with current regulations and alignment with the cemetery's mission and community standards. No changes were made to this policy.

F. Orland Cemetery District Equipment Disbursement with proposed Adoption of Resolution No. 2025-10-14-01.

The following (4) items are no longer being used by the District: 2000 F450 Ford Truck, 2000 Hillsboro Flatbed Trailer, 1985 300B John Deere Backhoe Loader, 2003 Hustler Mower with Hopper and Misc. Hustler Mower Parts.

Financial Analysis: There is no known fiscal impact resulting from this action.

Motion: To approve Resolution 2025-10-14-01 A Resolution Authorizing Liquidation of 2000 F450 Ford Truck, 2000 Hillsboro Flatbed Trailer, 2003 Hustler Mower with Hopper and Misc. Hustler Mower Parts.

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

7. **NEW BUSINESS:** (Continued from Page 3)

G. Consideration of Outsourcing Construction of Monument Pads:

The Board of Trustees discussed the possibility of outsourcing monument pad installations during periods of high demand, when the district experiences a large volume of headstones requiring placement. The proposal outlined that a qualified contractor would perform the installations, with payment determined according to the size of each monument. After consideration, the Trustees voted to approve the option to utilize an outside contractor for monument pad installations as needed.

Financial Analysis: The fiscal impact of outsourcing monument pad installations will vary depending on the level of demand and the number of headstones requiring placement. Costs will be incurred only when outside services are utilized and will be based on the size of each monument. This arrangement is not expected to have an adverse effect on the district's budget. The overall impact is anticipated to be positive, resulting in improved customer satisfaction and more timely completion of monument installation projects.

Motion to approve the option for the district to outsource monument pad installations during periods of high demand, with the contractor to be compensated based on the size of each monument.

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

H. Orland Cemetery District Establishment of Checking Account and Credit Card Acceptance Program with Five Star Banking with proposed Adoption of Resolution 2025-10-14.02:

This item has been tabled for future consideration. It will remain on hold until additional information or resources are available to support informed discussion and decision making at a later meeting.

8. OLD BUSINESS:

A. New Grasshopper Mower:

Grounds Foreman Chris Ollenberger presented to the Board the proposal to purchase (1) new Grasshopper Mower. Chris explained that the old Hustler mower that was being used as a backup mower has become obsolete and it is difficult to find repair parts. Chris proposed replacing the Hustler mower with a new Grasshopper Mower. This mower would enable the District to operate the dethatching; leaf pick up and aerating. Having this additional mower would enable us to perform lawn maintenance needed without interrupting the mowing schedule, by taking one of the mowers out of service to perform these other needed tasks. The District received (4) quotes. The lowest bid for the new mower was \$29,814.34 from Baker Supplies and Repairs.

Financial Analysis: The District has budgeted for equipment replacement in the 2025-2026 budget.

Motion: To approve the purchase of a 2025 Grasshopper Mower in the amount of \$29,841.34 from Baker Supplies and Repairs, this is to replace the outdated 2003 Hustler Mower.

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

B. Orland Cemetery District – Office Renovation Update:

District Manager Staci Buttermore presented a proposal to create additional office space for the District by redesigning the breakroom. The District needs additional storage and office space to accommodate workers. The current breakroom would be divided into two spaces, one for (2) additional offices and the other for an employee breakroom. District Manager stated that this renovation project will be done in-house, with an estimated cost of \$5,000.00 from line item, 03180 Maintenance-Structures and Improvements.

Financial Analysis: The District has budgeted for this expenditure presented in the 2025-2026 budget.

Motion: To proceed forward with the office renovation project as presented, with costs budgeted at \$5,000.00.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley and Tefelski
Abstain: None
No: None
Absent: None

Motion: **PASSED Unanimously**

8. **OLD BUSINESS:** (Continued from Page 5)

C. Orland Cemetery District Reclaimed Grave Update: Ground Penetrating RADAR Proposal.

Attorney Brian Hughes reported that he has contacted Sentry Mapping Services to perform Ground Penetrating Radar (GPR) services in the areas identified by the District as containing potentially unused graves. The quoted cost for these services is \$8,800.00. Attorney Hughes advised that proceeding with the GPR survey would assist in demonstrating to the Court that the District has exercised due diligence in its efforts to locate potential grave owners and to verify that the graves in question remain unused.

Financial Analysis: The District has budgeted for this expenditure presented in the 2025-2026 budget.

Motion: It was moved to authorize District Manager Staci Buttermore to engage Sentry Mapping Services to perform Ground Penetrating Radar (GPR) services for the Reclaimed Graves Project at a cost not to exceed \$8,800.00, as quoted.

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

9. **Closed Session:**

The Board entered into Closed Session at 11:01 a.m. pursuant to Government Code Section 54957 (b)(1) to conduct performance evaluations for Grounds Keeper Bryan Enos and Grounds Foreman Chris Ollenberger.

10. **Return to Open Session:**

The Board returned to the Open Session at 11:32 a.m. The Board recommended \$1.00 per hour pay increase for Grounds Keeper Bryan Enos and Grounds Foreman Chris Ollenberger, effective October 12, 2025.

Motion: To approve \$1.00 pay increase for Grounds Keeper Bryan Enos and Chris Ollenberger, effective October 12, 2025.

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

Motion: **PASSED Unanimously**

11. Trustee Discussion and Comments:

A. Trustee Comments and Event/Function Report Out:

No reports were given.

B. District Manager Comments and Event/Function Report:

No report was given.

12. Upcoming Conference/Training:

A. Public Cemetery Alliance Board Meeting: Scheduled for October 1, 2025, in Manteca.

B. GSRMA 19th Annual Training Conference – October 9th & 10th, 2025: District Staff and Trustees are registered for this training conference.

13. Adjournment:

Chair Rick Beale adjourned the meeting at 11:45 a.m.

Respectfully submitted by:


Staci K. Buttermore, Board Secretary

Approved: November 11, 2025