

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

Tuesday, March 10, 2026

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 **Thursday, February 5, 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:

FLAG SALUTE

Led by Rick Beale, Chair.

Trustees present:

Rick Beale, Chair

Kevin Donnelley, Vice-Chair

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 January 2026, Monthly Financial Expenditures/Claims Report:

B. Approval of February 10, 2026, Monthly Financial Expenditures/Claims Report:

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

Motion: To approve February 10, 2026, 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. Grounds Foreman Report:

1. Monuments/Headstones:

Various headstones and monument pads were poured during the month of February 2026.
Discussion on the damaged headstone: Jonathan Perez – This stone is being repaired at the cost of the district, due to the damaged was caused during installation.

2. Grounds/Project Update:

- a. Weed spraying/fertilizing: All yards have been weed sprayed.
- b. Maintenance: JCB received its first scheduled oil change.
- c. Masonic Cemetery – The shop building is in the process of being re-painted and a beautification project for flowers is being planned.
- d. Gophers: Maintenance crew continues to address the gopher damage at each of the District's Cemeteries.
- e. Broken Limbs: A broken limb was discovered in Section 10. Adios Tree Trimming will be performing limb removal on March 16, 2026.

B. Manager's Monthly Report:

1. Incidents/Safety Report: None to report.
2. Correspondence/Community Communications: Pre-Decisional Notice – Department of Veterans Affairs – Notice of Denial received for Richard Steele. The Veteran's Affairs was unable to verify qualifying service.
3. Events Scheduled/Attended: District Manager Buttermore will be attending the CAPC Annual Conference March 18, 2026 – March 21, 2026, in Garden Grove and Legislative Days April 7 & 8, 2026. District staff will be attending the Roseville Cemetery Equipment show and Safety Training on April 24, 2026, in Roseville.
4. Burial Report (February 2026): (3) Full Burials – (2) Cremation Burial: 02.05.2026 – Alice Low, 02.06.2026 – Eliseo Gonzales, 02.20.2026 – Barbara DeBeaord, 02.23.2026 – Phyllis Beil, and 02.25.2026 – Reginald Olney.
5. Sales, Burials and Deposits February 2026: (1) Full Burials (0) Disinterment and (3) Cremation Burials, (0) Niche, (1) Grave with Pre-Needs, (0) New Contract, (2) Grave Sales,

6. **INFORMATION ITEMS:** (Continued from Page 2)

B. Manager's Monthly Report:

5. (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 (7) Contract payments.

7. **NEW BUSINESS:**

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

- All RMAP Application documents have been submitted.

B. 100-Year Anniversary Planning:

- Acknowledging Past Managers & Trustees.

C. 2026 Barceloux-Tibessart Foundation Grant Proposal:

The grant proposal was reviewed. District Manager will submit the application.

D. Resolution No. 2026-03-10 – A resolution authorizing liquidation of 1999 gator utility vehicle:

Motion: To approve the liquidation of the 1999 gator utility vehicle. This utility vehicle needs replaced. Repairs have become costly.

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

8. **OLD BUSINESS:**

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

District Manager reported that there was no update for this project.

B. Orland Cemetery District – Reclaimed Graves Update:

The District Manager reported that a Notice of Hearing has been scheduled for April 15, 2026, at 2:30 p.m. at the Superior Court, 526 West Sycamore Street, Willows, CA 95988. District Manager will be attending the hearing.

C. Orland Cemetery District Audit 2023-2024: Discussion/Update:

District Manager reported that the District Audit has been delayed to April 14, 2026.

8. **OLD BUSINESS** (Continued from Page 3)

D. Public Cemetery Alliance – Work Schedule:

The District Manager reported that Fridays are being designated as workdays for the Public Cemetery Alliance. District Manager is working on the PCA’s Annual Conference, that is scheduled for July 30th and July 31, 2026.

9. **Closed Session:**

The Board entered into Closed Session at 11:07 a.m. pursuant to Government Code 54957 (b) (1) to discuss personal matters related to:

A. Employee New Hire – Administrative Assistant.

B. Public Employee Discipline/Performance – Conference with District Manager regarding employee matter.

10. **Return to Open Session:**

The Board returned to open session at 12:00 p.m. It was reported that Board received the District Manager’s report on an Employee New Hire “Administrative Assistant”, that through Rush Personnel’s employee search, the District has hired Karrie Silveira as the District’s Administrative Assistant. This position is full-time and starting wage is \$25.00 per hour and was appropriated for in the District’s 2025-2026 budget. District Manager also reported on an employee matter. No other actions were taken.

11. **Trustee Discussion and Comments:**

A. Trustee Comments and Event/Function Report Out:

No report for this meeting.

B. District Manager Comments and Event/Function Report:

No report for this meeting.

12. **Upcoming Conference/Training:**

A. **Roseville Cemetery Equipment Show & Safety Training** – Friday, April 24, 2026. District staff is planning on attending this event.

13. **Adjournment:**

Chair Rick Beale adjourned the meeting at 12:05 p.m.

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

Approved: _____