

ORLAND CEMETERY DISTRICT

Trustee Board Meeting

November 11, 2025

9:00 A.M.

A Board Meeting of the Governing Board of the Orland Cemetery District ("District") will take place at 3900 County Road "P" Orland, California 95963.

AGENDA

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The Board cannot act on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.

1. Call to order:

2. Pledge of Allegiance:

3. Roll call: Chair Beale Vice Chair Donnelley Trustee Tefelski
 District Manager Buttermore Grounds Foreman Ollenberger

Guests: _____

4. Public comment on any agenda item – Open or Closed:

The Orland Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. All persons wishing to speak must inform the clerk in advance of the start of the meeting. Public comments are limited to three minutes per speaker.

Under the provisions of the Brown Act, the Board is prohibited from taking action on oral requests. However, the Trustees may respond briefly or refer the communication to staff. The Trustees may also request the clerk to calendar an item related to your communication at a future Trustees meeting.

5. Consent Calendar: *Items that are considered routine, non-controversial and generally approved in a single motion. A Trustee may request to have an item removed from the consent calendar for discussion or to be deferred.*

A. Approval of September 2025 Monthly Financial Expenditures/Claims Reports:

B. Approval of October 14, 2025, Board Meeting Minutes:

6. Information Items:

A. Managers Monthly Report: (October 2025)

1. Incidents/Safety Report: Rainy season burial procedures.
2. Correspondence/Community Communications: Graves Cemetery Security Chain – This item has been agendaized located in New Business, Item C.
3. CemSites Software Program: Records integration is still taking place and digitizing the cemetery maps.
4. Events Scheduled/Attended: PCA Meeting on 10/01/2025 and GSRMA Annual Conference on 10.09.2025 & 10.10.2025.
5. Burial Report (October 2025): (4) Full Burials – (3) Cremation Burials: 10/03/2025 – Teresa Lozano, 10/16/2025 – Wayne Gunter, 10/17/2025 – Diana & Allen Goetsch, 10/23/2025 – Neva Butler, 10/17/2025 – Larry Winters, 10/30/2025 – Emma Siemens.
6. Sales, Burials and Deposits October: (4) Full Burials (0) Disinterment and (3) Cremation Burials, (0) Niche, (0) Grave with Pre-Needs, (0) New Contract, (0) Grave Sales, (0) 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 (15) Contract payments.

B. Grounds Foreman Report (October 2025)

1. Monuments/Headstones: (See report for details)
2. Grounds crew Update:
3. Security Update:

7. New Business:

- A. **Orland Cemetery District Resolution No. 2025-11-11:** A Resolution of the Board of Trustees of the Orland Cemetery District Establishing Policy For Year-Round Display Of The United States Flag on Veterans' Graves.
- B. **Orland Cemetery District Graves Cemetery Anti-Vandalism Project Discussion:** Background – This project was approved at a prior board meeting; staff was instructed to install a chain across the main entrance, establish a pedestrian walk through access at the main entrance and install security cameras at the Graves Cemetery. The intent of this project was to prevent unauthorized vehicle access, reduce vandalism, prevent individuals from camping, prevent refuse dumping, and deter individuals from driving recklessly through the parking area, which in the past has resulted in damage to the parking lot and planted trees. This project was approved to protect the integrity of the Graves Cemetery.
- C. **Orland Cemetery District Resolution No. 2025-11-11-2:** A Resolution of the Board of Trustees of the Orland Cemetery District Adopting An Anti-Vandalism Policy.
- D. **Orland Cemetery District 2026 Board Meeting Schedule:** Review and approval.
- E. **Orland Cemetery District 2026 Observed Holidays:** Review and approval.
- F. **Orland Cemetery District:** December 9, 2025, Board Meeting Discussion to cancel this meeting.
- G. **Discussion on Credit Card Purchasing/Limits:** Review, Discussion and approval.
- H. **Orland Cemetery District Employee Handbook 2025 – Overtime 5.3:** Review, Discussion and approval.
- I. **Wreath's Across America** – Ceremony to be held on December 13, 2025, at 9:00 a.m., IOOF Cemetery Gazebo.

8. **Old Business:**

- A. **Orland Cemetery District – Office Renovation Progress Update:**
- B. **Orland Cemetery District Glenn County’s Indigent Burial Update:**
- C. **Orland Cemetery District – Reclaimed Graves Update:** Ground Penetrating RADAR scheduled for November 11, 2025.
- D. **Orland Cemetery District - RMAP Update:** All requested documentation for the November 14, 2025 deadline has been submitted and confirmed.

9. **Close session:**

- A. None scheduled.

10. **Return to open session:**

- A. None scheduled.

11. **Trustee Discussion and Comments:**

Trustees and the District Manager may comment upon District events; provide reports on attended meetings and events; and suggest items for future Trustees’ consideration, among other items.

- A. Trustee Comments and Event/Function Report Out.
- B. District Manager Comments and Event/Function Report Out.

12. **Upcoming Conferences/Training:**

None at this time.

13. **Adjournment:**

Any person with a disability who requires accommodation in order to participate in the meeting should telephone the District Cemetery Office at (530) 865-3880, at least 48 hours prior to the meeting in order to make a request for disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under the penalty of perjury that I am employed by the Orland Cemetery District, and the foregoing agenda was posted on the District’s website (<https://www.orlandcemeterydistrict.com>) and at the District office on **Friday, November 7, 2025.**



Staci K. Buttermore, Board Secretary

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