

ORLAND CEMETERY DISTRICT

BOARD OF TRUSTEES – REGULAR MEETING AGENDA

Tuesday, October 13, 2026 | 9:00 a.m.
3900 County Road P, Orland, California 95963

NOTICE: 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 an unscheduled item unless an applicable exception permits action. Agenda items are numbered for public identification and may be considered in a different order. Supporting materials are available for public reference during normal business hours at the District Office.

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Trustees: ☐ Chair Beale ☐ Vice Chair Donnelley ☐ Trustee Tefelski
Staff: ☐ District Manager Buttermore ☐ Grounds Foreman Ollenberger
Guests: _____

4. PUBLIC COMMENT:

The Orland Cemetery District Board of Trustees encourages interested members of the public to address the Board on matters within the subject matter jurisdiction of the District. Members of the public may comment on agenda items or on other matters within the District's jurisdiction. For matters not listed on the agenda, state law generally prohibits the Board from discussing or taking action during this meeting; however, Trustees may respond briefly, refer the matter to staff, or request that the matter be placed on a future agenda. Public comments are limited to three minutes per speaker. Persons wishing to speak should inform the clerk in advance of the start of the meeting.

5. CONSENT CALENDAR:

Items are considered routine and non-controversial and may be approved by a single motion. A Trustee may request that an item be removed for discussion or deferred.

- A. Approval of August 2026, Monthly Financial Expenditures/Claims Reports
- B. Approval of September 8, 2026, Board Meeting Minutes
- D. Next regular meeting: Tuesday, November 10, 2026, at 9:00 a.m.

6. INFORMATION ITEMS:

A. Manager's Monthly Report – September 2026

- 1. Incidents/Safety Report: None for September 2026
- 2. Correspondence: Letter to Humberto -Department of Finance (Report under Old Business)
- 3. Events Scheduled/Attended: None for September 2026
- 4. Burial Report – September 2026: 4 full burials and 4 cremation burials
 - Maria Martins – 09/02/2026 – Catholic Cemetery
 - Dorothy Lohse – 09/08/2026 – IOOF Cemetery
 - Monte Woodruff – 09/11/2026 – IOOF Cemetery
 - Ida Halderson – 09/12/2026 – Masonic Cemetery
 - Vader Burt – 09/15/2026 – IOOF Cemetery
 - Gerald Erickson – 09/23/2026 – IOOF Cemetery

- Burns Smock – 09/24/2026 – Masonic Cemetery
- Antonia Santos – 09/25/2026 – Catholic Cemetery

5. Sales, Burials and Deposits – September: 4 full burials; 0 disinterment's; 4 cremation burials; 0 niches; 1 grave with pre-needs; 0 new contracts; 1 grave sales; 3 full burials; 1 cremation burial; 0 pre-need sales; 0 gazebo rentals; 0 administration fees; 0 2×4 monuments; 0 2×6 monuments; 0 2×8 monuments; 0 repour/break-out; 0 zinc vases; 1 glue-on; 1 insurance reimbursement payment and 6 contract payments.

B. Grounds Foreman Report – September 2026

1. Monuments/Headstones: See report for details
2. Grounds crew update

7. NEW BUSINESS:

- A. Orland Cemetery District's Injury/Illness Prevention Plan (Annual Review) – Discussion/Review/Action
- B. Orland Cemetery District's Emergency Action Plan (Annual Review) – Discussion/Review/Action
- C. Orland Cemetery District's Workplace Violence Prevention Plan (Annual Review) – Discussion/Review/Action
- D. Orland Cemetery District's Return to Work Plan (Annual Review) -Discussion/Review/Action
- E. Orland Cemetery District Purchasing and Contracting Policy (Annual Review) – Discussion/Review/Action

8. OLD BUSINESS:

- A. Participation in U.S. Army Donation Program – Update
 - Letter to Glenn County Board of Supervisors requesting participation submitted May 14, 2026
 - Received Glenn County Board of Supervisors Resolution No. 2026-053
 - Application emailed to U.S. Army TACOM on August 4, 2026
- B. Glenn County Indigent Burial – Tentative Update
- C. Orland Cemetery District Audit 2023–2024 – Discussion/Update
- D. Credit/Debit Card Payment Services - Update

9. CLOSED SESSION:

- A. Public Employee Discipline/Performance – Conference with District Manager regarding employee evaluation. (*Gov. Code § 54957*)

10. RETURN TO OPEN SESSION:

- A. Employee Action.

11. TRUSTEE DISCUSSION AND COMMENTS:

Trustees and the District Manager may comment on District events, report on meetings and events attended, and suggest items for future Board consideration.

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

12. UPCOMING CONFERENCES / TRAINING:

- A. GSRMA 20th Annual Training Conference – Wednesday, October 21, 2026, through Friday, October 23, 2026

13. ADJOURNMENT:

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

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Orland Cemetery District and that the foregoing agenda was posted on the District's website (<https://www.orlandcemeterydistrict.com>) and at the District office on **Thursday, October 8, 2026**.


Staci K. Buttermore, Board Secretary

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