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*ORLAND CEMETERY DISTRICT*

**APRIL 2025**

Orland Cemetery District’s

Manager’s Monthly Report

04.01.2025 - GSRMA 2025-2026 Contribution Indication and Payroll Estimate completed.

 Process Streamline monthly warrant.

 Email to Brian Hughes – BBK – Abandoned Graves – Add Brian to the May 13, 2025, board meeting.

 Email to GSRMA updating them with Chris’s March 28, 2025, Doctor’s note.

 Complete Medallion Application for Marc Peter Piazza – Mailed form back to Toni Piazza.

 Create OCD Records Retention Schedule Policy.

 Process Hunt & Sons monthly warrant.

 Process customer refund: Emily Inez Lacque/Randy Rutledge.

04.02.2025 - Morning Staff Meeting.

 Amend/Edit OCD Purchasing & Contracting Policy.

 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.

04.03.2025 - Morning Staff Meeting. (Reviewed safety when working with concrete)

 Process AT & T monthly warrant.

 Prepare an explanation letter for the George Overton monument pad.

 Complete & Post April 8, 2025, Board Meeting Agenda.

 Complete & submit February 2025 ag. report.

 Complete & submit March 2025 ag. Report.

04.04.2025 - Barbara Reed Quote

 O’Toole Quote

04.07.2025 - Monthly Warrants.

 Veterans Markers (4) Shriver, Livengood, Jones & Vaught. Spoke to a representative from Veterans Affairs for Livengood, Jones & Vaught. Letters will be issued to another Veterans department for a request for records.

 Process payroll warrant for PPE 03/29/2025.

 Find a Grave: Oden, Harry.

04.08.2025 - Morning Staff Meeting.

Monthly Board Meeting.

 Update Website with March 11, 2025, Approved Board Meeting Minutes.

 Veterans Marker Request – Ray Howard – Signed at emailed to GC Vets.

 Bryan Off – Sick Leave.

04.09.2025 - Morning Staff Meeting.

Process monthly warrants – delivered to DOF.

 Bryan Off – Sick Leave.

 Process GSRMA Loss Prevention Subsidy Fund payment.

 Process break out fee for Isabel Robles.

 Process 2x4 payment for Jose Sedano.

 Process burial payment for Jose Sandoval.

 Process burial payment for Candelaria Gomez.

 Burial Quote for Steven Bambauer.

 Burial Quote for John Lopez. Jr.

 Process monument payment – Mikel Faver.

04.10.2025 - Morning Staff Meeting.

 Meeting with Jim Witherspoon – Cemetery Software.

 Process Payroll PPE 04/12/2025.

 Process Pre-Need Purchase – Charles & Virginia Hood.

 Headstone Received: Galen & Catherine Hollis.

 Headstone Received: Donnis Marie Plott. NOT OUR CEMETERIES.

04.11.2025 - Teresa Quinsenberry called about Gopher’s at the Masonic.

 Scheduled Day Off.

04.14.2025 - PCA Zoom Meeting 9:00 a.m.

 Start April 8, 2025, Board Meeting Minutes.

 Pre-pare 90-Day Employee Probation Review.

 Register Trustees and District Staff for the PCA Training in Corning (June).

 Start letter to Nancy Overton – 2x6 Monument Pad.

 Start April 8, 2025, Board Meeting Minutes.

 Process burial payment for John Lopez Sr.

04.15.2025 - Morning Staff Meeting.

 Emailed letter to Nancy Overton regarding 2x6 headstone.

PCA Board meeting minutes – completed and submitted.

 Headstone Received: Kathy Moore.

 Scheduled Heat Illness Prevention Presentation – April 24 at 8:00 a.m.

 Reconciled March 2025 Financial Reports.

04.16.2025 - Morning Staff Meeting.

Letter to Una Walker – Final Contract Payment was incorrect.

 Letter to Charles Hood – Incorrect Pre-Need Payment.

 Process Contract Payment #3010 – William Cleland.

 Process Burial Payment for John Lopez Sr.

 Process Contract Payment #3020 – Dulce Mendoza.

 Process Contract Payment #3000- Yolanda Llamas.

 Process Contract Payment #3030 – Yolanda Rico.

 Process Contract Payment #2970 – Thomas & Donna Holt.

 J/E Correction of Permit # 253604.

 J/E Correction of Chico Sprinkler invoices.

04.17.2025 - Morning Staff Meeting.

Took warrants for signatures to Trustees Donnelley/Tefelski.

 Attend SGMA informational meeting, presented by Davids Engineering.

 Took Sales Deposit/Warrants/JE to the Department of Finance.

 Distribute Payroll to Employees.

 Process Payroll warrant.

 Process 2x4 Monument Payment for Joe Winnop.

04.18.2025 - Morning Staff Meeting.

 Burial worksheet for Teresa Cisneros.

 Update website.

 Create a Memorial Decorations Regulations Policy

04.21.2025 - Moring Staff Meeting.

 Schedule services for George & Dorothy Pashales (Pre-need) – 04.23.2025.

 Schedule services for Rebecca and James O’Toole, 04.28.2025.

Enter JE 252885 – Negative Apportionment (Cal-Plant) $50,292.28.

 Process Burial Payment for Rebecca and James O’Toole.

 Meeting with Glenn and Michelle Aniello – Pre-Needs/Monuments.

 Process Pre-Need Payment Glenn Aniello.

 Process Pre-Need Payment for Charles Hood - Correct amount.

 Process Vase payment for Sheri Williams (Ray & Jenni Howard).

04.22.2025 - Morning Staff Meeting.

Process Contract Payment for Una Walker Snow #2800 – Final Payment.

Prepare Sales Deposit – Taken to DOF.

Prepare Un-Earned Revenue Journal Entry for April 2025 – Taken to DOF.

Zoom Meeting – GSRMA When Your Employees Need Time Off.

 04.23.2025 - Morning Staff Meeting.

Correct permit number #254090.

 Process Contract Payment #3015 – Araceli Sedano.

 Zoom Meeting – Sweet Olsen – Jordan Black

Email to Humberto Medina DOF – Requesting an Object Code list for the Office Procedure manual.

Audit – Checked portal to see if there were any new requests.

Process Pre-Need Payment for Carmen and Dale Brumbaugh.

Process Grave Sale for Carmen and Dale Brumbaugh.

Process Contract Payment #3040 – Deborah Guzman.

04.24.2025 Morning Staff Meeting.

 Heat Illness Prevention Training by Steve Woods.

 Edger demo by Grasshopper.

 Process Contract Payment #3035 – Adela Jimenez.

 Process GSRMA Dental Dividend Payment.

 Process burial payment for Teresa Cisneros de Hernandez.

04.25.2025 - Morning Staff Meeting.

 Process/Submit Payroll PPE 04.26.2025.

 Prepare Timesheets for PPE 05.10.2025.

 Update Website: Schedule Services.

 Zoom Meeting: Joe Witherspoon – Cemetery Software – byond by OpusXenta.

04.28.2025 - Process Contract Payment # 2990 – Robert Hermiman

 Process PG & E #2 Warrant.

 Process Corning Lumber Warrant.

 Review/Edit OCD Budget Codes for 2025-2026 budget year.

 Follow up on the RMAP application – Have Steve Woods review – Safety meetings were included but not counted.

 Theron out sick 8:00 a.m.

04-29-2025 - Process Monument Re-pour for Nancy Overton.

 OCD Logo – design.

 Contract Quote for John Irvin.

 Met with the Bass/Chapman Family.

 Theron out sick.

04.30.2025 - Prepare Sales Deposit – Chris dropped off at DOF.

 Checked Email.

 Review Warren Fox burial worksheet.

 Theron & Staci out Sick.