

ORLAND CEMETERY DISTRICT

Trustee Board Meeting

July 14, 2026

9:00 A.M.

A Regular 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 TO 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 May 2026 Monthly Financial Expenditures/Claims Reports:

B. Approval of June 9, 2026, Board Meeting Minutes:

C. Next regular meeting will be held on Tuesday, August 11, 2026, at 9:00 a.m. at the Orland Cemetery District Office, 3900 County Road P, Orland, CA 95963.

6. INFORMATION ITEMS:

A. Grounds Foreman Report (June 2026)

1. Monuments/Headstones:
2. Grounds/Project Update:

B. Manager's Monthly Report: (June 2026)

1. Incidents/Safety Report:
 - Unauthorized Disposal of Household Waste – June 22, 2026
 - Masonic Cemetery – Verbal Incident (4th of July Holiday Weekend)
2. Correspondence/Community Communications:
 - BarFleet Inspection – July 1, 2026
 - Participated at the Glenn County Senior Expo – June 25, 2026
3. Events Scheduled/Attended:
 - PCA Annual Conference – July 30 – July 31, 2026.
4. Burial Report (June 2026): (2) Full Burials – (2) Cremation Burials:
 - Don Turman – June 4, 2026 – Masonic Cemetery
 - David Reise – June 15, 2026 – IOOF Cemetery
 - Stanton Blair – June 23, 2026 _ IOOF Cemetery
 - Florence Sanford – June 26, 206 – Masonic Cemetery
5. Sales, Burials and Deposits May 2026:
 - (1) Pre-Needs.
 - (6) Contract Payments.
 - (7) Burial Payments.
 - (1) Pre-Need Grave Purchases.
 - (4) Glue On Purchases.
 - (1) Insurance Reimbursement.
 - (3) 2x8 Monument Pad Purchases.

7. NEW BUSINESS:

- A. Golden Risk Management Authority RMAP Award** – The Orland Cemetery District received an Accredited with Excellence distinction for their Risk Management Accreditation Program submitted for the 2025-2026 Fiscal Year.
- B. Approval Resolution No. 2026-07-14-01** – Adopting Orland Cemetery District 2026/2027 Budget.
- C. Approval Resolution No. 2026-07-14-02** – Authorization of Signature on County Claim Forms
- D. Approval Resolution No. 2026-07-14-03** – Payroll Authorization
- E. Orland Cemetery District 2023-2024 Audit:** Requested documents have been submitted.
- F. Orland Cemetery District Rules & Regulations – Proposed Revision “B – Care of Graves, Niches, and Cemetery Grounds – Rule #15:** Discussion/Review/Action
- G. Orland Cemetery District Employee Handbook 8.5 Item 4** – Update – California Family Right Act – Family and Medical Leave Policy – CFRA Designation of Leave Method.

8. OLD BUSINESS:

A. Orland Cemetery District 2023-2024 Audit – Required documentation has been submitted.

B. Orland Cemetery District Glenn County's Indigent Burial: Update/Tentatively.

C. Participation in U.S. Army Donation Program: Update

- Letter to Glenn County Board of Supervisors – Request for participation was submitted on May 14, 2026.
- Received Glenn County Board of Supervisors – Resolution No. 2026-053.

D. District Golf Cart: Update

E. Orland Cemetery District Beautification Project: Update

9. CLOSE SESSION:

A. Public Employee Performance Review - District Manager – Annual Review -Due July 5, 2026 – (*Gov. Code § 54957*)

10. RETURN TO OPEN SESSION:

A. Employee Action.

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 CONFERENCE/TRAINING:

A. 2026 PCA Annual Conference – Grass Valley, CA – Thursday, July 30th – Friday, July 31st.

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 **Tuesday, July 7, 2026**

Staci K. Buttermore, Board Secretary

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