

ORLAND CEMETERY DISTRICT
Board of Trustee Board Meeting Minutes
June 9, 2026
9:00 A.M.

A Regular 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, June 4, 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 9:13 a.m., those in attendance were as follows:

Trustees present:

Rick Beale, Chair
Kevin Donnelley, Vice-Char
Dottie Tefelski, Trustee Veteran Liaison

Additional participants:

taci Buttermore, District Manager/Secretary of the Board

Public present:

There were no guests present.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR:

A. Approval of April 2026 Monthly Financial Expenditures/Claims Reports:

B. Approval of May 12, 2026, Board Meeting Minutes:

Motion: To approve June 9, 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 (May 2026)

Grounds keeper report was submitted prior to meeting. See attachment.

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

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

1. Incidents/Safety Report:
 - Broken Limbs – IOOF Cemetery (Due to high winds)
2. Correspondence/Community Communications:
 - None for May 2026.
3. Events Scheduled/Attended:
 - Senior Expo – June 25, 2026 (10:00 a.m. – 2:00 p.m.)
 - PCA Annual Conference – July 30 – July 31, 2026.
4. Burial Report (May 2026): (6) Full Burials – (4) Cremation Burials:
 - Maria Llamas – 05.06.2026 – Catholic Cemetery.
 - Jacqueline Rose – 05.08.2026 – Old Catholic Cemetery
 - Kendall Grob – 05.08.2026 – Old Catholic Cemetery.
 - Diane Logan -05.11.2026 – Masonic Cemetery.
 - James Studybaker – 05.12.2026 – Masonic Cemetery.
 - Janice Wiley – 05.14.2026 – IOOF Cemetery.
 - Alfonso Llamas – 05.15.2026 – Catholic Cemetery.
 - Lloyd Garzoli – 05.22.2026 – Old Catholic Cemetery
 - Jose Llamas – 05.29.2026 – Catholic Cemetery
 - Maria Poldervaart – 05.30.2026 – IOOF Cemetery.
5. Sales, Burials and Deposits May 2026:
 - (3) Pre-Needs.
 - (5) Contract Payments.
 - (5) Burial Payments.
 - (3) Pre-Need Grave Purchases.
 - (2) Glue On Purchases.
 - (1) Insurance Reimbursement.

7. NEW BUSINESS:

A. IOOF Section 5 – Veterans Area Discussion – Vase Replacements:

The Board discussed concerns raised by a family whose loved one is interred in the Veterans' Section regarding the condition of the zinc vases installed in that area. Under current District policy, only zinc vases are permitted in the Veterans Section. These vases are installed when the monument pad is poured. Over time, the zinc vases can deteriorate and become unsightly, prompting families to inquire about replacement options.

The District Manager explained that the Veterans Section was designed to maintain a uniform appearance. The installation of glued-on granite vases would detract from the consistency and uniformity of the section.

At this time, the District Manager requested additional time to research how other cemeteries address similar issues within their veterans' sections. The District Manager will report her findings and recommendations to the Board at the July 14, 2026, Board Meeting.

B. Orland Cemetery District 2024-2025 Audit: Discussion/Review

The District Manager updated the Board of Trustees on the status of the District's 2023–2024 Audit. The audit process is currently underway. The cost of the audit has increased to \$13,900.00, compared to prior years, due to inflation and increased auditing costs.

The District Manager reported that she is working with the Glenn County Department of Finance to obtain the information necessary to complete the audit. The audit is expected to be completed by July 2026.

C. Orland Cemetery District 2026-2027 Preliminary Budget:

The Board of Trustees engaged in a thorough review and discussion of the proposed 2026–2027 Preliminary Budget. The District Manager presented the preliminary budget and provided an overview of anticipated revenues, operating expenses, capital improvement needs, and projected financial obligations for the upcoming fiscal year. The Board carefully analyzed the budget line items, comparing projected expenditures with prior-year actual costs and evaluating the financial impact of rising operational expenses, inflationary pressures, maintenance requirements, and ongoing district projects. Discussion also included the District's long-term financial sustainability, reserve balances, and the need to ensure adequate funding for cemetery operations, equipment maintenance, grounds improvements, and future infrastructure needs. Board members asked questions and provided feedback regarding several budget categories, with particular attention given to maintaining fiscal responsibility while continuing to provide quality services to district residents. Following review and analysis, the Board expressed support for the preliminary budget framework and directed staff to incorporate any necessary adjustments prior to presentation of the final budget for formal consideration and adoption.

D. Orland Cemetery District Rules & Regulations – Proposed Revision “B Care of Graves, Niches, and Cemetery Grounds – Rule #15:

The Board of Trustees reviewed and discussed Rule #15 under the District's Rules and Regulations pertaining to the care of graves, niches, and cemetery grounds. The current rule states: *"No alcohol, illegal drug use, loitering or pets (animals) allowed on District grounds."* Board members discussed the effectiveness of the existing language and the need to ensure that the rule adequately addresses inappropriate conduct on cemetery property while preserving the respectful atmosphere of the District.

During the discussion, the Board expressed concerns regarding enforcement and agreed that any penalties associated with violations of District rules should be substantial enough to serve as an effective deterrent. The Board emphasized the importance of maintaining the dignity, safety, and integrity of the cemetery grounds for all visitors and families. The District Manager was directed to further review the current rule, research potential revisions and enforcement provisions, and prepare a proposed amendment for Board consideration. The revised language and any recommended penalty provisions will be presented at the July 14, 2026, Board Meeting for further discussion and possible action.

E. Orland Cemetery District – Proposed Ownership Transfer/Change Fee:

The Board of Trustees discussed establishing an Ownership Transfer/Change Fee for requests involving the transfer of grave ownership and/or pre-need payment agreements to another individual. The proposed fee would be \$100.00 for residents and \$125.00 for non-residents. The Board also clarified that individuals wishing to designate a grave site for a specific person, without changing ownership, would not be charged a fee for that service. The Board reviewed the proposal and discussed the administrative time and recordkeeping involved in processing ownership transfers.

***Motion:** To approve the Ownership Transfer/Change Fee as presented.*

Motion: Tefelski – Move approval

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:

There was no new update for this ongoing topic. It is the Board of Trustees hope that placement for these individuals will take place soon.

B. Five Star Bank: District Transition to Independent Financial Operations

The Board of Trustees discussed at length the possibility of transitioning the District's financial operations from the Glenn County Department of Finance to independent management through Five Star Bank. The District Manager outlined the various financial reports and accounting functions currently completed by the Department of Finance on behalf of the Orland Cemetery District. The Manager expressed concerns regarding the complexity of the reporting requirements and noted that she is not yet familiar with all of the data and procedures necessary to independently prepare and maintain these reports. In addition, the transition would require the District to assume responsibility for maintaining and storing a substantial amount of financial documentation and records. The District Manager noted that the District already has limited storage space, creating an additional challenge for retaining the records required under an independent financial operation. The Board also discussed the additional workload that would be placed on District staff, as some of the financial and reporting requirements may be comparable to duties typically performed by a Certified Public Accountant (CPA). Following discussion, the District Manager requested additional time to evaluate all available options, assess the operational and financial impacts of such a transition, and provide further recommendations to the Board at a future meeting.

C. Participation in U.S. Army Donation Program

The letter to Glenn County Board of Supervisors – Request for participation was submitted on May 14, 2026. District Manager will reach out to Scott de Moss to see if there were any questions.

D. Cemsites Software: Update

The District Manager reported that additional software modules have been ordered as part of the District's ongoing implementation of the Cemsites cemetery management system. Staff continue to review and verify the data migration from FileMaker to Cemsites to ensure records are accurate and complete. Due to the scope of the conversion process, staff anticipate that the review and verification phase will take approximately six months to one year to complete. The District Manager also reported that, effective June 1, 2026, staff has discontinued double-entry procedures and is now processing all new records and transactions exclusively through the Cemsites system. Overall, staff reported that the new software is functioning well and is meeting the operational needs of the District.

E. Golf Cart: Update

The District Manager reported that the District's new golf cart has been ordered and is expected to be delivered and operational by July 14, 2026. The Board discussed the benefits the golf cart will provide to the District, including assisting patrons in locating loved ones' gravesites and providing transportation for individuals with mobility challenges throughout the cemetery grounds. The Board agreed that the addition of the golf cart will enhance customer service and improve accessibility for visitors.

F. Orland Cemetery District Beautification Project: Update

The District Manager provided an update on the Orland Cemetery District Beautification Project. The District is currently having twenty (20) street signposts designed and fabricated for installation throughout the District's four cemeteries. The signs will identify the various cemetery sections and are intended to assist patrons in more easily locating grave sites and finding their loved ones. The Board discussed the importance of improving cemetery navigation and agreed that the signs will be a valuable enhancement for visitors. The signposts are expected to be completed by July 2026, with installation to begin as soon as possible thereafter. The project is tentatively scheduled for completion by August 2026.

G. Year-Round Display of the United States Flag on Veterans Graves – Resolution No. 2025-11-12.

The Board of Trustees discussed Resolution No. 2025-11-12 regarding the year-round display of the United States Flag on veterans' graves. The Board reviewed the annual costs associated with maintaining the program, noting that replacement expenses may exceed \$4,000 per year depending on weather conditions, flag quality, and the frequency of replacement. Despite the ongoing expense, the Board agreed that the resolution serves an important purpose in honoring veterans and recognizing their service to the nation. The Board expressed strong support for continuing the program and maintaining the year-round display of flags as a respectful tribute to those interred within the Veterans Section.

9. CLOSE SESSION:

The Board convened into closed session at 11:23 a.m. for Public Employee District Manager Performance Review. (*Gov. Code § 54957*)

10. RETURN TO OPEN SESSION:

The Board returned to open session at 11:33 a.m. The District Manager reported that the Board of Trustees will provide a written performance review at their July 14, 2026, board meeting.

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 Out.

No report for this meeting.

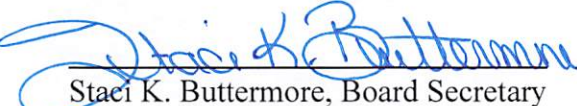
12. UPCOMING CONFERENCE/TRAINING:

None at this time.

13. ADJOURNMENT:

Chair Rick Beale adjourned the meeting at 11:45 a.m.

Respectfully submitted by:


Staci K. Buttermore, Board Secretary

Approved: July 14, 2026