

ORLAND CEMETERY DISTRICT
Board of Trustees Meeting Minutes
Tuesday, February 10, 2026
9:00 a.m.

A Special 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, February 5, 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 9:00 a.m., those in attendance were as follows:

FLAG SALUTE

Led by Rick Beale, Chair.

Trustees present:

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

Additional participants:

Staci Buttermore, District Manager/Secretary of the Board
Chris Ollenberger, Grounds Foreman

Public present:

There were no guests present.

PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

- A. Approval of December 2025, Monthly Financial Expenditures/Claims Report:**
- B. Approval of January 13, 2026, Monthly Financial Expenditures/Claims Report:**
- C. Customer Refund: Betty Myers C/O Sherry Myers:** Refund of Grave Purchase \$650.00.
Betty Myers has been interred at another location and no longer needs this grave.

5. **CONSENT CALENDAR** (Continued from Page 1)

Motion: To approve February 10, 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:

1. Monuments/Headstones: Various headstones and monument pads were poured and placed during the month of January 2025.
2. Grounds/Project Update:
 - a. Weed spraying/fertilizing: All yards were treated with preemergent. Evergreens received fertilization.
 - b. Maintenance: JCB received its first scheduled oil change. Staff will refer to the warranty & maintenance schedule for future oil changes.
 - c. Gophers: Maintenance crew continues to address the gopher damage at each of the District's Cemeteries.
 - d. Broken Limbs: A broken limb was discovered in Section 10. Maintenance crew will perform a yard evaluation of all trees and schedule removal of any dead limbs.

B. Manager's Monthly Report:

1. Incidents/Safety Report: None to report.
2. Correspondence/Community Communications: Nine Veteran Medallion applications and two marker applications were submitted.
3. CemSites Software Program: The "Walk to Gravesite": <https://orland.cemsites.com/>, link added to the Orland Cemetery District's website: Orlandcemeterydistrict.com. District staff are encouraging visitors to try the app out.
4. Events Scheduled/Attended: The District Manager participated in a webinar "Non-Profit Leadership Series" sponsored by Alliant through the Public Cemetery Alliance. District Manager will be participated in "Legislative Days" April 7 & 8, 2026. District staff will be attending the Roseville Cemetery Equipment show and Safety Training on April 24, 2026, in Roseville.
5. Burial Report (January 2026): (2) Full Burials – (2) Cremation Burial: 01.09.2026 – Maria Silva, 01.13.2026 – Maria Mota, 01.23.2026 – Gloria Trent and 01.30.2026 – Dillon Thomas.
6. Sales, Burials and Deposits January 2026: (2) Full Burials (0) Disinterment and (2) Cremation Burials, (0) Niche, (1) Grave with Pre-Needs, (0) New Contract, (2) Grave Sales,

6. **INFORMATION ITEMS:** (Continued from Page 2)

B. Manager's Monthly Report:

6. (0) Pre-Needs Sale, (0) Gazebo Rental (0) Administration Fee, (1) 2x4 Monuments, (0) 2x6 Monument, (0) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (1) Glue on, and (12) Contract payments.

7. **NEW BUSINESS:**

A. RMAP Requirements: (Review/Discussion/Policy Development)

- Worker's Comp Accident Investigation Report Discussion:
- Loss Exposure Experience Plan for 2025-2026 Review:
- District Manager has completed the GSRMA Cyber Security Self-Assessment.
- District Manager met with GSRMA Risk Advisor Steve Woods to review the Annual Proactive /Reactive Risk Partnership Plan Meeting.

The District Manager reported that the new RMAP format is working well. Trustees were informed that GSRMA has dedicated an employee to assist districts by providing a submission rubric outlining required components for each submission, which has been extremely helpful in developing policies. The RMAP deadline is March 2, 2026. The district expects to have all program documents completed and submitted by February 13, 2026.

B. Orland Cemetery District Employee Handbook Update:

- Discretionary Benefits 8.2:
 - Medical, Dental, Life and Other Insurance:
Allowing employees spouses to be eligible to enroll in the comprehensive group insurance program at the employee's expense. Any additional premium cost for spousal coverage will be paid by the employee through a payroll deduction.

The District Manager presented a proposed update to Discretionary Benefits 8.2 regarding Medical, Dental, Life, and Other Insurance to allow employees' spouses to enroll in the district's comprehensive group insurance program at the employee's expense. Any additional premium cost for spousal coverage would be paid by the employee through payroll deduction. The District Manager noted this is an additional benefit the district can offer employees at no additional cost to the district. Trustees expressed support for the update, with a Trustee commenting that this was a wonderful addition.

***Motion:** To expand the Orland Cemetery District's Discretionary Benefits 8.2 to include any additional premium cost for spousal cover will be paid by the employee through a payroll deduction.*

Motion: Donnelley – Move approval

Second: Tefelski

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:

Chair Rick Beale updated the Board on the status of the indigent burial project. At this time, there are still no definitive dates for when the indigent individuals will be laid to rest. Trustees expressed strong frustration with the lack of progress and the absence of clear accountability and leadership at the County level, including limited engagement from the Sheriff's Department to move the project forward. Community leaders have reached out in support of advancing this effort, and Trustees expressed concern that the individuals involved are not being given the attention they deserve. The Board will continue to reach out to the Board of Supervisors and the Sheriff's Department and noted that this matter may need to be elevated to the attention of State Legislators if progress continues to stall.

B. Orland Cemetery District – Reclaimed Graves Update:

The District Manager updated the Trustees that the project is being prepared for court. The matter will also be developed into a presentation to be jointly presented by District Manager Buttermore and Counsel Brian Hughes to other districts. The District Manager will keep the Trustees informed of any court dates. The graves that were discovered have been flagged, and maintenance staff will place temporary markers at each site. Staff are exploring cost-effective options to acknowledge these graves in a dignified manner and will bring recommendations back to the Board at the next meeting.

C. Orland Cemetery District Audit 2023-2024: Discussion/Update:

District Manager reported that the District Audit will be presented at the March 10, 2026, board meeting.

9. Closed Session:

A. None conducted.

10. Return to Open Session:

A. None conducted.

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:

No report for this meeting.

12. Upcoming Conference/Training:

A. Roseville Cemetery Equipment Show & Safety Training – Friday, April 24, 2026.

B. California Association of Public Cemetery Annual Conference – March 19 -21, 2026, Anaheim, CA.

13. **Adjournment:**

Chair Rick Beale adjourned the meeting at 11:59 a.m.

Respectfully submitted by: _____
Staci K. Buttermore, Board Secretary

Approved: _____