**ORLAND CEMETERY DISTRICT**

Board of Trustees Meeting Minutes

Tuesday, August 12, 2025

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, August 7, 2025,** 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:

**Trustees present:**

Rick Beale, Chair

Kevin Donnelley, Vice-Char

Dottie Tefelski, Trustee

**Additional participants:**

Staci Buttermore, District Manager/Secretary of the Board

**Public present:**

There were no guests present.

**FLAG SALUTE**

Led by District Manager Staci Buttermore.

**PUBLIC COMMENTS**

None.

**5. CONSENT CALENDAR**

 **A. Approval of May 2025 Monthly Financial Expenditures/Claims Report:**

1. Approval of June 2025 and July 2025 Monthly Expenditures

 Tabled -Monthly reports not received from Glenn County’s Department of Finance.

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

**B. Trustee Minutes:**

 1.Board Meeting Minutes – July 8, 2025

***Motion:*** *To approve July 8, 2025, consent calendar, as presented.*

 Motion: Tefelski – Move approval

 Second: Donnelley

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**6. INFORMATION ITEMS:**

1. **Manager’s Monthly Report: (July 2025)** (Submitted with Agenda posting)
2. Incidents/Safety Report: Malissa Wageman Funeral recap.
3. Correspondence: None.
4. CemSites Software Program: Payment has been made, and plans are being implemented to begin this project.
5. Events Attended: PCA Conference July 31 & August 1, 2025. Staci reported that it was a highly informative meeting.
6. Orland Cemetery District Audit 2023-2024: Discussion/Update – Tentatively scheduled to be completed for the September 9, 2025, Board Meeting.
7. Burial Report (July 2025): (7) Full Burials – (2) Cremation Burials: 07/02/2025 – Reba Jaquith, 07/03/2025 – Amy Carnage, 07/14/2025 – Clara Griffin, 07/15/2025 – Malissa Wageman, 07/16/2025 – Fatima Munoz, 07/17/2025 – Devan Raygoza, 07/18/2025 – Jennie Sulivan, 07/24/2025 – Lee Carpenter, 07/30/2025 – Maria Rosales.
8. Sales, Burials and Deposits July: (7) Full Burials (0) Disinterment and (2) Cremation Burials, (0) Niche, (0) Grave with Pre-Needs, (0) New Contract, (0) Grave Sales, (3) Pre-Needs Sale, (0) Gazebo Rental (1) 2x4 Monuments, (0) 2x6 Monument, (1) 2x8 Monument, (0) Repour/break-out, (0) Zinc Vases, (0) Glue on, and (10) Contract payments
9. **Grounds Foreman Report (July 2025)** (Submitted with Agenda posting)
10. Monuments/Headstones: (See report)
* Veterans: Harvey Livingood, Eugene Vaught, George Prentis, Douglas Stuart, Adolph Hendrickson and Tim Wharton.
* Headstones: Javier Raigoza and Santos Garza.
* Glue On: Bessie Wharton, Robert Richardson.
* Niche Wall: Archie & Bettie Lewis.
1. Cemetery Paving Project: Chris has contacted the County Public Works Department.

**7. NEW BUSINESS:**

**A. Orland Cemetery District IOOF Ossuary Policy Update:**

District Manager Staci Buttermore reported that the IOOF Ossuary Policy required updates due to service price increases that took effect in February 2025. The policy has been revised to accurately reflect the new rates.

**Financial Analysis:** There is no known fiscal impact resulting from this action.

***Motion:*** ***To approve the Orland Cemetery District IOOF Ossuary Policy as presented with revisions incorporating the February 2025 price increases.***

Motion: Donnelley – Move approval

 Second: Tefelski

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**B. Orland Cemetery District Inclement Weather and Emergency Closing Policy:**

District Manager Staci Buttermore reported that the OCD Inclement Weather and Emergency Closing Policy required updating due to “heat wave” scenarios not being included within the policy. This policy has been revised to include “heat waves”. This policy is to protect the safety of District employees, families, and other attending burial services.

**Financial Analysis:** There is no known fiscal impact resulting from this action.

***Motion: To approve the Orland Cemetery District Inclement and Emergency Closing Policy as presented with revisions incorporating the “heat wave” scenarios.***

Motion: Tefelski – Move approval

 Second: Donnelley

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**7. NEW BUSINESS:** (Continued from Page 3)

1. **Review of Interest Apportionments and Appropriations:**

The Board held a discussion regarding interest disbursements for **2022 and 2023**. The District Manager reviewed the response received from the Director of Finance, who reported that during this period interest payments were combined, and one period did not incur any interest.

It was discussed that the District’s Auditor could review this time period. The Auditor indicated that such a review would be possible at their standard hourly rate. The District Manager also noted that **5-Star Banking** may be able to review the District’s accounts and provide projections on annual interest incurred. Staff were advised to consult with 5-Star Banking regarding this matter.

1. **Orland Cemetery District Rules & Regulations:**

District Manager presented revisions to the **Rules & Regulations** to clarify language under **Item J, Fees and Charges**, specifying that **Sales Tax** is a non-refundable item. In addition, on **Page 17**, an additional item has been added:

* **C. Endowment Care, Non-Resident fees, and Sales Tax are non-refundable.**

These revisions are intended to ensure consistency and transparency regarding non-refundable charges.

**Financial Analysis:** There is no known fiscal impact resulting from this action.

***Motion: To approve the revisions to the Orland Cemetery District Rules & Regulations as presented, including the addition of “Sales Tax” as a non-refundable item in Item J, Fees and Charges, and the inclusion of the statement on Page 17, Item C clarifying that* Endowment Care, Non-Resident fees, and Sales Tax are non-refundable.**

Motion: Donnelley – Move approval

 Second: Tefelski

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

1. **Orland Cemetery District Office Renovation:**

The **District Manager** and **Grounds Foreman** are creating a work area in the back section of the District Office. With the hiring of an **Office Assistant**, the current workspace needs to be redesigned to accommodate additional personnel. Staff will be starting this project as time allows.

**7. NEW BUSINESS:** (Continued from Page 4)

**F. New Grasshopper Mower:**

The District Manager reported that Todd Baker from Grasshopper will be providing a training for the groundskeeper on August 21, 2025, at 12:30 p.m. Mr. Baker will also be bringing a mower for the groundskeeper to demo. The District is considering removing the Hustler mower from operation due to its age and the unavailability of repair parts.

**G. New Client Golf Cart:**

Staff will be exploring the purchase of a **golf cart** for the District Office. The golf cart would enable office staff to provide transportation for clients seeking to purchase a grave plot or locate an individual plot. This service would be especially beneficial for elderly clients, as navigating the Cemetery grounds can be difficult. In addition, the cart would assist staff in saving time when assisting families. Staff will be seeking quotes. This item has been budgeted for this fiscal year 2025-2026.

**8.**  **OLD BUSINESS:**

1. **Orland Cemetery District – Employee Search (Groundskeeper/Office Assistant)**

The District has engaged Rush Personnel to assist with the hiring of a Groundskeeper and an Office Assistant. Rush Personnel provided a candidate for the Groundskeeper position, who began work on August 11, 2025. Interviews for the Office Assistant position are scheduled for August 15, 2025.

Rush Personnel coordinates the hiring process and testing. Each position includes 520 contract hours, after which the District may choose to offer permanent employment. The Groundskeeper position is filling a vacancy, while the Office Assistant is a new position created to support District operations. The District has budgeted for this additional staffing.

1. **Orland Cemetery District – Reclaimed Graves Project:**

District Manager Staci Buttermore reported that the Public Notice for the Reclaimed Graves Project was published in the Valley Mirror on July 25, 2025. Groundskeeper Chris Ollenberger is constructing viewing boards to display the notice for patrons to review.

Since publication, the District has been contacted by two individuals claiming ownership or interest in listed grave sites.

***Financial Analysis:*** *The District has budgeted for this expenditure presented in the 2025-2026 budget.*

**9. Closed Session****:**

None scheduled or conducted.

**10. Return to Open Session:**

 None Scheduled or conducted.

**11. Trustee Discussion and Comments:**

 **A. Trustee Comments and Event/Function Report Out:**

 **B. District Manager Comments and Event/Function Report:**

 District Manager Staci Buttermore reported that the Public Cemetery Alliance (PCA) Conference held in Grass Valley on July 31 and August 1 was a valuable learning opportunity.

 During the conference, she was elected to a new term and appointed President of the PCA following the retirement of the previous President. The conference featured many informative presenters, and the Orland Cemetery District was able to share details regarding its Reclaimed Graves Project.

 The District Manager expressed appreciation for the Trustees’ support in attending these events and in her transition into her new role as PCA President.

**12. Upcoming Conference/Training:**

1. **GSRMA 19th Annual Training Conference – October 9th & 10th, 2025:**

**13. Adjournment:**

Chair Rick Beale adjourned the meeting at 11:42 a.m.

Respectfully submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Staci K. Buttermore, Board Secretary

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_