

ORLAND CEMETERY DISTRICT

BOARD OF TRUSTEES – REGULAR MEETING AGENDA

Tuesday, September 8, 2026 | 9:00 a.m.
3900 County Road P, Orland, California 95963

NOTICE: 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 an unscheduled item unless an applicable exception permits action. Agenda items are numbered for public identification and may be considered in a different order. Supporting materials are available for public reference during normal business hours at the District Office.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Trustees: ☐ Chair Beale ☐ Vice Chair Donnelley ☐ Trustee Tefelski
Staff: ☐ District Manager Buttermore ☐ Grounds Foreman Ollenberger
Guests: _____

4. PUBLIC COMMENT

The Orland Cemetery District Board of Trustees encourages interested members of the public to address the Board on matters within the subject matter jurisdiction of the District. Members of the public may comment on agenda items or on other matters within the District's jurisdiction. For matters not listed on the agenda, state law generally prohibits the Board from discussing or taking action during this meeting; however, Trustees may respond briefly, refer the matter to staff, or request that the matter be placed on a future agenda. Public comments are limited to three minutes per speaker. Persons wishing to speak should inform the clerk in advance of the start of the meeting.

5. CONSENT CALENDAR

Items are considered routine and non-controversial and may be approved by a single motion. A Trustee may request that an item be removed for discussion or deferred.

- A. Approval of June 2026 Monthly Financial Expenditures/Claims Reports
- B. Approval of July 2026 Monthly Financial Expenditures/Claims Reports
- C. Approval of August 11, 2026 Board Meeting Minutes
- D. Next regular meeting: Tuesday, October 13, 2026, at 9:00 a.m.

6. INFORMATION ITEMS

A. Manager's Monthly Report – August 2026

- 1. Incidents/Safety Report: Graves Cemetery valve box vandalism
- 2. Correspondence: Letter of intent submitted to Golden State Risk Management Authority for participation in the 2026–2027 RMAP Program
- 3. Events Scheduled/Attended: PCA Meeting – September 21, 2026, Manteca
- 4. RMAP Training (Zoom): August 26, 2026 – District Manager and Administrative Assistant attended
- 5. Burial Report – August 2026: 6 full burials and 2 cremation burials
 - Marisol Hernandez – 08/11/2026 – Catholic Cemetery

- George Stokes – 08/13/2026 – IOOF Cemetery
 - Carolyn Mudd Torrence – 08/14/2026 – Masonic Cemetery
 - Orlando Toroni – 08/18/2026 – Catholic Cemetery
 - Terry Nava – 08/20/2026 – Graves Cemetery
 - Maria De La Rosa – 08/21/2026 – Catholic Cemetery
 - Twila Krenek – 08/27/2026 – Catholic Cemetery
 - Antonio Ordaz – 08/28/2026 – Catholic Cemetery
6. Sales, Burials and Deposits – August: 8 full burials; 0 disinterments; 2 cremation burials; 0 niches; 2 graves with pre-needs; 0 new contracts; 4 grave sales; 2 full burials; 1 cremation burial; 0 pre-need sales; 0 gazebo rentals; 0 administration fees; 0 2×4 monuments; 0 2×6 monuments; 0 2×8 monuments; 0 repour/break-out; 0 zinc vases; 1 glue-on; and 6 contract payments.

B. Grounds Foreman Report – August 2026

1. Monuments/Headstones: See report for details
2. Grounds crew update

7. NEW BUSINESS

- A. Winter Storm & Flood Preparedness Strategic Plan – Discussion/Review/Action
- B. 2026 Conflict of Interest Code, Resolution No. 2026-09-08 – Discussion/Review/Action
Consider amendment of the District Conflict of Interest Code pursuant to the Political Reform Act of 1974.
- C. GSRMA Annual Conference, October 21–23, 2026, Rolling Hills Casino – Registration
- D. GSRMA Thrive Award – Discussion
- E. Credit/Debit Card Payment Services
Discuss options for providing credit and debit card payment services to District residents and families, and consider authorizing correspondence to Glenn County requesting assistance in establishing this service.
- F. Reclaimed Grave Pricing – Historic Cemetery Sections: Discussion/Review/Action
Discuss and consider establishing an adjusted sales price for reclaimed graves anticipated to become available beginning in April 2027. These graves are located within older, established sections of the District's cemeteries and may warrant a modest price adjustment based on their historic location and unique setting.

8. OLD BUSINESS

- A. Orland Cemetery District Fiscal Year 2025–2026 Financial Recap
- B. Participation in U.S. Army Donation Program – Update
 - Letter to Glenn County Board of Supervisors requesting participation submitted May 14, 2026
 - Received Glenn County Board of Supervisors Resolution No. 2026-053
 - Application emailed to U.S. Army TACOM on August 4, 2026
- C. Glenn County Indigent Burial – Tentative Update
- D. Orland Cemetery District Audit 2023–2024 – Discussion/Update

9. CLOSED SESSION

- A. Public Employee Discipline/Performance – Conference with District Manager regarding employee discipline matter. (*Gov. Code § 54957*)

10. RETURN TO OPEN SESSION

- A. Employee Action.

11. TRUSTEE DISCUSSION AND COMMENTS

Trustees and the District Manager may comment on District events, report on meetings and events attended, and suggest items for future Board consideration.

- A. Trustee Comments and Event/Function Report-Out
- B. District Manager Comments and Event/Function Report-Out

12. UPCOMING CONFERENCES / TRAINING

- A. PCA In-Person Meeting – Monday, September 21, 2026, Manteca
- B. GSRMA 20th Annual Training Conference – Wednesday, October 21 through Friday, October 23, 2026

13. ADJOURNMENT

ACCESSIBILITY: Any person with a disability who requires accommodation to participate in the meeting should telephone the District Cemetery Office at (530) 865-3880 at least 48 hours prior to the meeting to request disability-related modifications or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury that I am employed by the Orland Cemetery District and that the foregoing agenda was posted on the District's website (<https://www.orlandcemeterydistrict.com>) and at the District office on Friday, September 5, 2026.


Staci K. Buttermore, Board Secretary

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