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*ORLAND CEMETERY DISTRICT*

**JULY 2025**

Orland Cemetery District’s

Manager’s Monthly Report

07.01.2025 - Complete June 2025 Board Meeting Minutes.

 Burial Worksheet for Malissa Wageman.

 Burial Worksheet for Victoria Alcarez.

 Spoke to Chris at CemSites – preparation for new software.

 Create new binder for 2025-2026 – Sales Deposits.

 Create new binder for 2025-2026 Deposits and Journal Entries.

 Marker Questions from Blake Horrell, regarding Delores Horrell.

 Spoke to Karen Rustenhoven regarding the sale of grave. She has no transfer paperwork. Process with refund to

07.02.2025 - Reconcile 2024 Sales – for California Department of Tax and Fee Administration.

 Year-End – Financial Workbook conversion.

 June warrants.

 Submitted Payroll for PPE 07/05/2025.

 Met with the Reba Jaquith family – Reager Headstones search.

07.03.2025 - Prepare Burial Cards, Carnagey, Wageman and Sullivan.

 Update Website.

 Post July 8, 2025 Board Meeting Agenda.

07.04.2025 - 4th of July – District Closed.

07.07.2025 - Prepare monthly warrants.

 Contacted Rush Personnel for Grounds Keeper & Part Time Office Assistant positions.

 Burial Worksheet for Clara Griffin.

07.08.2025 - Monthly Board Meeting.

07.09.2025 - Burial Worksheet for Devan Raygoza.

 Met with Raygoza for grave selection.

 Met with Munoz family for grave selection.

 Trip to DOF for Monthly Warrants/Budget/Payroll Authorization Resolutions.

07.10.2025 - Approve Munoz headstone.

 Emailed lease agreement to CemSites.

 Emailed permission to use form and quote to Dcoehler78@gmail.com.

 Compiling Indigent correspondence with the County of Glenn, for Brian Hughes.

 Reclaimed graves project.

07.11.2025 - Fuel Tank Theft – reported to GC Sheriff, Trustees and GSRMA.

 Ordered Security cameras.

 Cell phone video of District property.

 Reclaimed graves project.

07.14.2025 - Sent Email to Auditor – Kalah Horton in regards to the District’s interest deposits.

 Hilary Martin came in and requested a copy of our “Marker policy” and hire dates (part-time/full-time) for Theron Martin. I emailed the marker policy to her, and also let her know that per OCD’s policy, Theron would have to provide in writing his request.

 A person called, would not identify themselves, but was complaining about the Graves Cemetery. Stated there were weeds and the grass had not been mowed. The cemetery was mowed on 07.10.2025. She asked if the employees have taken the summer off, she used foul language. I informed her we were shorthanded, but the Cemetery was being cared for. She continued to use foul language, I thanked her for her concern and said goodbye.

07.15.2025 - Chris and Bryan installed security camera in breeze way.

 Residency Verification for Malissa Wageman.

 Completed Disposition of Hustler Mowers for the Department of Finance.

 Complete “Public Notice” for reclaimed graves project. Emailed to Brian Hughes for his review.

 Registered Dottie Tefelski for PCA Annual Conference.

 Burial worksheet for Lee Carpenter.

07.16.2025 - Trip to DOF – Sales Deposit and Warrants.

 Kampschmidt 2nd Quarter Payroll Warrant.

 Sent the Reclaimed Project Public Notice to the Valley Mirror. Estimated cost for publication $1000.00.

 Posted the Reclaimed Project on Facebook, and the District’s website.

 Completed a letter of explanation for the Auditor regarding 2022-2023 expenditure variances. These were due to general prices increases, PG & E, chemical purchases, and general supplies.

07.17.2025 - Letter to Dana James regarding monument pad and decorations.

 July 2025 board meeting minutes.

 Veteran marker project.

 Process payroll for PPE 07/19/2025.

 Chris installed security camera at the front of the office building.

 Process burial payments.

07.18.2025 - Answered Audit questions.

 Returned phone call to Dana James. Regarding Burial of Malissa Wageman on July 15, 2025.

07.21.2025 – Process Burial and Contract Payments.

 Burial worksheet for Maria Rosales & Phillip Revolinski.

07.22.2025 - Update District’s Ossuary Policy.

 Started a “Interment Request Form” – this is to streamline the quoting and scheduling process with the families and mortuaries.

 Mowed, Section 7, 8 & 9.

07.23.2025 - Certificate of Insurance emailed to JCB.

 Email sent to JCB Finance in regard to not receiving invoices in a timely manner.

07.24.2025 - Prepare Sales Deposit

 Prepare month end Unearned Revenue Journal Entry.

 Distribute Payroll.

 Set up 2025-2026 Budget in Quickbooks.

 Trip to Post Office – Looking for JCB Invoice – No Show.

07.25.2025 - Ordered (10) Grave Liners and (2) Youth Liners.

 Trip to Willows – Payroll Warrant and Sales Deposit.

 Process Burial Sales/Contract Payment

07.28.2025 - Iris Martin and Samuel Pinedo burial worksheets.

 Scheduled day off.

07.29.2025 - Another E-mail request to JCB regarding monthly invoice.

 Hillary Martin dropped a written request on behalf of Theron Martin.

 Prepared monthly warrants.

 Schedule Samuel Pinedo burial – August 5, 2025.

 Made appointment with Eagle Security regarding alarm repair.

 Reclaimed grave: Joseph Rosgen – Sherrie Cooper.

 Update Website.

07.30.2025 - Process Payroll PPE 08.02.2025.

 Certified Letter mailed to T. Martin.

 Trip to DOF, Sales Deposit, Burial Permits and JCB Warrant.

 Groundskeeper Interview – Kyle B.

 Mailed refund check to Claudia Westrom.

 Mailed T. Martin employment request information. Certified mail.

07.31.2025 - PCA Conference – Grass Valley

 Checked email.