

ORLAND CEMETERY DISTRICT
Board of Trustees Meeting Minutes
Tuesday, May 12, 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 **Friday, May 8, 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 9:06 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 March 2026, Monthly Financial Expenditures/Claims Report:

B. Approval of April 14, 2026, Board Meeting Minutes:

Motion: To approve May 12, 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: (See attached Grounds Foreman Report)
 - Various headstones and monument pads were poured during the month of April 2026.
 - New headstone setting device was constructed.
2. Grounds/Project Update:
 - Weed spraying/fertilizing: Continues throughout all cemeteries.

B. Manager's Monthly Report:

1. Incidents/Safety Report:
 - Sink Hole – Old Catholic – Section 2
 - Roseville Equipment Show – Heat Illness Safety Training – provided by GSRMA.
 - Headstone Placement Training – Shane Fairman with Fairman Memorials has provided (2) training days for district staff. Shane also reviewed concrete preparation and techniques.
2. Correspondence/Community Communications:
 - Delinquent Special District Financial Report- California State Controller – Update District Manager reported that she had spoken to Huberto Medina, Glenn County Finance Director, and he stated that this report was completed and submitted.
3. Events Scheduled/Attended:
 - Roseville Cemetery Equipment Show & Safety Training – April 24, 2026.
4. Burial Report (April 2026): (5) Full Burials – (1) Cremation Burials:
 - Larry Judkins – 04.03.2026 – Graves Cemetery.
 - Jamie Sanchez – 04.07.2026 – Old Catholic Cemetery.
 - William Petersen – 04.10.2026 – Graves Cemetery.
 - Hildi Knecht – 04.14.2026 – Masonic Cemetery.
 - Lionel Martin – 04.17.2026 – Catholic Cemetery
 - Michael Rodriguez-Rangle – 04.22.2026 – Catholic Cemetery.
5. Sales, Burials and Deposits April 2026:
 - (1) Pre-Needs.
 - (7) Contract Payments.
 - (5) Burial Payments.
 - (3) Pre-Need Grave Purchases.
 - (1) Vases Payment (Resale through Advance Monument).

7. **NEW BUSINESS:**

A. Request for Participation in U.S. Army Donation Program:

The board discussed Resolution No. 2026-05-12 - Authorizing Participation in the United States Army Donation Program for the Acquisition and Display of Decommissioned Military Equipment. Reviewed a Letter to Glenn County Board of Supervisors requesting participation.

Motion to approve Resolution No. 2026-05-12 Authorizing Participation in the United States Army Donation Program for the Acquisition and Display of Decommissioned Military Equipment that will be displayed in the IOOF Veterans Section 5.

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

B. IOOF Section 5 – Veterans Area Discussion:

“See attachment – Veterans Memorial Decoration Policy”. The Board of Trustees reviewed the policy. The purpose of this policy is to preserve the dignity, uniformity, and honor of the Veterans (Section 5) within the Orland Cemetery District.

Motion to approve the Veterans Memorial Decoration Policy – IOOF Section 5 as presented.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

C. Golden State Risk Management Authority Notice to Withdraw Fiscal Year 2026-2027:

The Board discussed the notice to withdraw from G.S.R.M.A. for Fiscal Year 2026-2027.

Motion to Rescind Notice to Withdraw Notice to Golden State Risk Management Authority for Fiscal Year 2026-2027.

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

D. Glenn County Senior Resource Expo- June 25, 2026.

District Manager informed the board that the District would be participating in this community event.

E. Golden State Risk Management Authority THRIVE Awards:

This is a new award program that is being implemented by G.S.R.M.A. The purpose of the award is to recognize member agencies that have implemented creative, practical, and effective approaches to risk management.

Motion to approve the Orland Cemetery District's participation in G.S.R.M.A. Thrive Award program.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

F. Cemsites – Purchase of Additional Modules: Discussion/Approval

- Visual Lot Viewer.
- Additional Requirements – Map Printing.
- Custom Development – Correction of Catholic Map Section.
- Custom Documents.

These upgrades were reviewed by District Manager while attending a training at Roseville Cemetery. These additional modules will further modernize the Districts cemetery operations. These modules were previously included in the District's 2025-2026 budget, line item 03236 – Professional Service IT.

A motion to approve the purchase of additional Cemsites Modules as presented in the amount of \$14,000.00, line item 03236 – Professional Service IT.

Motion: Tefelski – Move approval
Second: Donnelley
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

G. Appoint District Treasurer: Resolution No. 2026-05-12-2

The Board reviewed the appointment of the Board Treasurer. The Treasurer will be responsible for overseeing the district’s financial reporting, budget monitoring, and fiscal management in accordance with District policies and applicable regulations.

A motion to approve the appointment of Staci Buttermore as District Treasurer, Resolution No. 2026-05-12-2.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

H. Discussion on Acquiring Golf Cart for District: Resolution No. 2026-05-12-3

The board reviewed resolution no. 2026-05-12-3, acquiring a golf cart for the Orland Cemetery District. The golf cart will be utilized for transporting clients, visitors, funeral attendees, and District personnel to and from grave sites. The District manager has obtained quotes in accordance with District purchasing policies.

A motion to approve the acquisition of a 2027 Club Car Onward in the amount of \$17,120.25 – (Sourcewell Club Car #091024-CCR). The purchase was approved in the District’s 2025-2026 Budget, Line item #07360.

Motion: Donnelley – Move approval
Second: Tefelski
Yes: Beale, Donnelley, Tefelski
Abstain: None
No: None
Absent: None
Motion: **PASSED Unanimously**

I. Orland Cemetery District Beautification Project:

Beautification Project for the Orland Cemetery District that would include the installation of decorative posts with section identification signage throughout each of the District’s cemeteries. The purpose of this project is to enhance the overall appearance and aesthetic appeal of the cemeteries while also improving navigation for visitors. In addition to providing a more welcoming and organized environment, the project is intended to improve the visitor experience and support the District’s ongoing commitment to maintaining respectful, accessible, and attractive cemetery grounds.

Funding for this project is already available in the 2025-2026 budget, Special Department Expenses, line item 03280. (2) Competitive quotes were received. The amount of the project is quoted at \$9,985.25.

A motion was made to approve the Orland Cemetery District Beautification Project – the Installation of Decorative Posts, with the project estimated at \$9,985.25.

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:

District manager reported that there was no update for this project.

B. Orland Cemetery District – Reclaimed Graves Update:

The District’s petition for abandonment was granted on April 22, 2026, with a final granting date of April 22, 2027. District manager reported that staff are working on preparing/cleaning sites of the unknowns that were discovered during the ground radar surveying.

District manager also reported that the potential revenue from this project, based on the 2026 fee schedule, is estimated at \$3,149,150.00. There were 469 reclaimed graves and 140 graves that were discovered during the ground radar survey. These 609 graves extend current district cemeteries’ life span by approximately 6.5 years.

C. Orland Cemetery District – Memorial Day Ceremony:

District Manager reported that due to the lack of Veteran membership at this time, this ceremony will be reconsidered for Memorial Day May 2027.

9. CLOSE SESSION:

The Board convened into Closed Session at 11:45 a.m. pursuant to Government Code 54957 (b) (1) to discuss a matter involving employee evaluation.

10. RETURN TO OPEN SESSION:

The Board returned to open session at 12:13 p.m. The District Manager reported to the Board a six-month employee evaluation for employee Kyle Brott was performed. After discussion and review, it was recommended to increase Kyle’s hourly wage by \$1.00. This increase will be effective for PPE 05/23/2026.

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:**

None at this time.

13. **ADJOURNEMENT:**

Chair Rick Beale adjourned the meeting at 12:18 p.m.

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

Approved: June 9, 2026