**ORLAND CEMETERY DISTRICT**

Board of Trustees Meeting Minutes

Tuesday, May 13, 2025

9:00 a.m.

A 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, May 8, 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 9:04 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

Chris Ollenberger, Grounds Foreman

**Public present:**

Brian Hughes with Best Best & Krieger, LLP – Attorneys At Law.

**FLAG SALUTE**

Led by Trustee Vice-Chair Kevin Donnelley.

**PUBLIC COMMENTS**

None.

**5. NEW BUSINESS:**

**A. Best & Best Kriger, LLP – Brian Hughes:** Mr. Brian Hughes introduced himself to the Board of Trustees and provided a brief background on his professional experience and currently represents 30 cemetery districts. Mr. Hughes outlined his first project with the District, which involves reclaiming approximately 400 unused or unclaimed graves. Mr. Hughes estimated that the reclamation process would take about 12 months to complete, with a projected cost of $10,000. Additionally, he noted that he would be able to assist the District with its transition from the County.

**5. NEW BUSINESS:** (Continued from page 1)

**B.** **Orland Cemetery District’s Heat Illness Prevention Plan:** District Manager Staci Buttermore reported that that the District’s Heat Illness Prevention Plan (HIPP) has been updated to align with current regulations.

***Staff Recommendation:*** *Staff is recommending the Board approve the Orland Cemetery District’s Heat Illness Prevention Plan as presented.*

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

***Motion:*** *To adopt the proposed Orland Cemetery District Heat Illness Prevention Plan as presented.*

Motion: Tefelski – Move approval

 Second: Donnelley

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**C. Evergreen Direct Media – Bereavement/Planning Guide proposed by Sweet-Olsen Mortuary:** The Trustees reviewed the proposal for a Bereavement /Planning Guide presented by Evergreen Direct Media in collaboration with Sweet-Olsen Mortuary. After discussion, the Trustees expressed concern about the cost of the proposal (quarter page for $1560, Half page $2495 or full page $2995) and did not perceive a clear benefit to District community members.

***Staff Recommendation:*** *Staff is recommending the Board not-approve participation in the Bereavement/Planning Guide proposed by Sweet-Olsen Mortuary.*

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

***Motion:*** *To deny participation in the proposal as presented by Evergreen Direct Media in collaboration with Sweet-Olsen Mortuary.*

Motion: Donnelley – Move approval

 Second: Tefelski

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**5. NEW BUSINESS:** (Continued from page 2)

**D. Fiscal Year Budget 2025-2026 – Planning/Discussion:** The Board engaged in preliminary planning and discussion regarding the Fiscal Year 2025-2026. No action was taken at this time.

**E. Orland Cemetery District Logo- Design/Review/Action:** The Trustees reviewed the proposed logo designs for the District. After discussion, the board selected Logo #2. This logo will be used on District documents and uniforms.

***Motion:*** *To approve Logo #2 as presented.*

Motion: Tefelski – Move approval

 Second: Donnelley

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

 **F. Orland Cemetery District Memorial Decoration Regulations Policy – Review/Action:**

District Manager Staci Buttermore presented a proposed Memorial Decoration Regulations Policy, explaining that it would help the District enforce consistent guidelines for memorial decorations across all cemeteries. She noted that the current policy lacks clarity and specific enforcement provisions.

***Staff Recommendation:*** *Staff is recommending the Board approve the Orland Cemetery District Memorial Decoration Regulations Policy as presented.*

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

***Motion:*** *To approve the Orland Cemetery District Memorial Decoration Policy as presented.*

Motion: Donnelley – Move approval

 Second: Tefelski

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**6. CONSENT CALENDAR**

 **A. Financial Expenditures/Claims Report:**

1. Approval of March 2025 Monthly Expenditures -Check transactions as detailed.

2. Approval of Reconciled March 2025 reports.

* + - * 1. Income/Expenses Monthly Report (March 2025)
				2. Grave Sales Monthly Report (March 2025)
				3. Monthly Sales Tax Report (March 2025)
				4. Monthly Un-Earned Revenue Deposits (March 2025)
				5. Profit & Loss Budget vs. Actual (March 2025)

**B. Approval of April 2025 Monthly Financial Expenditures/Claim Reports: Tabled.**

**C. Trustee Minutes:**

 1.Board Meeting Minutes – April 8, 2025.

 ***Motion:*** *To approve May 13, 2025, consent calendar, with item B being tabled.*

 Motion: Tefelski – Move approval

 Second: Donnelley

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**7. INFORMATION ITEMS:**

1. **Manager’s Monthly Report: (April 2025)** (Submitted with Agenda posting)
2. Incidents/Safety Report: Tree branch down due to high winds. Catholic Cemetery – Section 10. Staff Buttermore and Enos, removed the down limb.

 Headstone and monument pad have been relocated and new 2x4 has been added.

1. Correspondence: OCD has received a Dental Dividend from Golden State Risk Management Authority and notice to rescind needs to be provided to GSRMA by June 1, 2025.

 ***Motion:*** *To rescind Notice to Withdrawal for the 2026/2027 Fiscal Year.*

 Motion: Tefelski – Move approval

 Second: Donnelley

 Yes: Beale, Donnelley, Tefelski

 Abstain: None

 No: None

 Absent: None

 Motion: **PASSED Unanimously**

**7. INFORMATION ITEMS:** (Continued from page 4)

1. Orland Cemetery District Audit 2023-2024: District Manager Buttermore reported that she has contacted the Auditors for an update on the 2023-2024 audit. However, as of the meeting date, she had not received a response. There was no further information to discuss at this time.
2. Burial Report (April 2025): 04/02/2025 – Candelaria Gomez Dey Jaime, 04/04/2025 – Jose Sandoval, 04/05/2025 – Laura Cannizzaro, 04/09/2025 – Ray (Veteran-Army) & Jennie Howard, 04/22/2025 – John Lopez, 04/23/2025 - George & Dorothy Pashales, 04/28/2029 - Rebecca & James O’Toole (Veteran-Army), 04/29/2025 – Teresa Cisneros.
3. Sales, Burials and Deposits April: (4) Full Burials (0) Disinterment and (6) Cremation Burials, (0) Niche, (3) Grave with Pre-Needs, (1) New Contract, (3) Grave Sales, (1) Pre-Needs Sale, (0) Gazebo Rental, (2) 2x4 Monuments, (1) 2x8 Monuments, (1) Repour/break-out, (0) Glue on, and (13) Contract payments.
4. **Grounds Foreman Report (April 2025)** (Submitted with Agenda posting)
5. Monuments/Headstones: (1) – 2x4, (1) – 2x8, (0) Glue On, (0) 2x2
6. Winter Projects: Trash removal area update – no report.
7. JBC Backhoe Update: Backhoe was delivered on May 8, 2025.

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

1. **George Overton monument pad:**

Payment has been received, the monument pad has been poured, and headstone has been successfully reset. The Overton Family has expressed their happiness with the outcome and their appreciation for the care and attention given to their loved one’s memorial.

1. **Orland Cemetery District Software Program:**

The District Manager reported that she has received two (2) quotes for cemetery management software and has been waiting for a third quote for over a month. The Board of Trustees advised that if a third quote cannot be obtained in a reasonable timeframe, the Manager may proceed with the available options. The District Manager stated that she will present the quotes and her recommendation at the June 10, 2025, board meeting.

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

The Board entered Closed Session at 11:00 a.m. pursuant to Government Code Section 54957 (b)(1) to conduct performance evaluations and discuss personal matters related to employee reviews.

**10. Return to Open Session:**

The Board returned to the Open Session at 11:30 a.m. No reportable action was taken during Closed Session.

**11. Trustee Discussion and Comments:**

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

No report.

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

The District Manager reported that staff received a formal memo regarding the operation of the newly acquired JCB 3CX Compact Backhoe. The memo emphasized that no employee is permitted to operate the equipment—except for limited movement to access other tools or materials—until proper training specific to the model has been completed. This directive was issued to ensure both employee safety and the protection of District assets.

**12. Upcoming Conference/Training:**

1. **PCA Training – Rolling Hills Casino – June 12th & June 13th, 2025.**

The District Manager reported that the Trustees, District Manager, and Grounds Foreman are all registered to attend the upcoming PCA Training at Rolling Hills Casino on June 12 and 13, 2025. The District Manager also noted that she will be working at the event in her capacity as PCA Vice President.

**13. Adjournment:**

Chair Rick Beale adjourned the meeting at 11:35 p.m.

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

 Staci K. Buttermore, Board Secretary

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