

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

December 10, 2024

I.O.O.F Cemetery

District Office / 3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:20 a.m. by Vice-Chair Kevin Donnelley followed by the Pledge of Allegiance led by Dottie Tefelski.

Members Roll Call: Members Present, Trustee Dottie Tefelski, Trustee Kevin Donnelley, Interim District Manager Staci Buttermore, Grounds Foreman Chris Ollenberger. Chair Rick Beale was absent. **Public Member**, Scott Schimke from Golden State Risk Management Authority was present

Public Comments:

Executive Director Scott Schimke from Golden State Risk Management Authority, expressed gratitude to the Orland Cemetery District for its active participation with G.S.R.M.A. He specifically acknowledged Rick Beale for his dedicated service on the G.S.R.M.A. board as a representative for Cemetery Districts. Scott also emphasized that G.S.R.M.A. is available to assist with training needs and encouraged the district to reach out if they require assistance with other items.

Consent Calendar:

- A. Approval of October 2024 Monthly Expenditures/Claims:
- B. Approval of November 12, 2024, Special Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve consent calendar items A & B as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously**.

Information Items:

A. Manager's Monthly Report: (November 2024)

- 1. Incidents/Safety Report: Incidents/Safety Report: Storm Report (week of November 18-22, 2024) All full burial services were conducted at the Gazebo for safety reasons due to the amount of rain that was received.
- 2. Correspondence: None.
- 3. Sales, Burials and Deposits September: (4) Full Burials (1) Disinterment and (5) Cremation Burials. (1) Glue On's, (0) Niche, (2) Grave with Pre-Needs, (1) New Contract #, (0) Grave Sales, (0) Pre-Needs Sale, (1) Gazebo Rental and (4) Contract payments.

B. Grounds Foreman Report (November 2024)

- 1. Grounds & Maintenance Report:
 - a. Monuments/Headstones: (3) – 2x4, (1) – 2x8, Glue On, (1) 2x2
 - b. Tree Placement/Selection: (3) Trees planted.
 - c. Workshop Renovation Project: No update for this meeting.
 - d. Ossuary Beautification Project Update: Staff are working on finishing touches. It is estimated that this project will be completed in January, weather permitting.

- e. Training: PCA Galt Arno Training Day – Chris attended this event on December 6, 2024. Chris stated that it was an informative event.
- f. Winter Projects: The IOOF Office/Shop Sewer – staff is in the process of locating the clean outs, so the septic system can be pumped. Staff are looking into a carbon monoxide sprayer for gopher removal.

New Business/Future Agenda Items:

A. Orland Cemetery District Office Closures:

- December 23, 2024 – Office Closed at 12:00 p.m.
- December 24, 2024 – Christmas Eve Holiday.
- December 25, 2024 – Christmas.
- December 31, 2024 – New Year’s Eve.

B. Orland Cemetery District – “Liability Waiver and Release Agreement”: District Manager Staci Buttermore presented this form for the use of on-site vendors. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s Liability Waiver and Release Agreement as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously.**

C. Orland Cemetery District Fee Increases – Resident & Non-Resident Fee Scheduled: This item was tabled and will be rescheduled for the January 14, 2025, Board meeting.

D. Unused Headstone – Lucy Vaz. In 2023 Lucy Vaz purchased a new headstone for her grave site. She received the new stone and did not like it. The monument company would not take the headstone back, and she didn’t know what to do with it, so she turned it over to the District. District staff have been instructed to see if Advance Monument would take this headstone. If Advance Monument does not want the headstone, the District will put it up for a public bid.

Old Business:

A. Wreaths Across America: Planning for December 14, 2024: Wreaths have been distributed and placed in all Orland Cemetery District cemeteries. The Ceremony will be conducted on December 14, 2024. Volunteers have been contacted; the Fire Department will be in charge of the Wreath Laying Ceremony.

B. Orland Cemetery District – Rules and Regulations: Interim District Manager presented the updated District Rules and Regulations. Current regulations (2017) are outdated. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2024 Rules and Regulations as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously.**

C. Orland Cemetery District – Updated (2024) Organization Chart: Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2024 Organization Chart as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously.**

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Old Business:

- D. Orland Cemetery District – Updated (2024) Job Descriptions:** Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2024 Job Descriptions as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously**.

- E. Orland Cemetery District – Updated (2024) Code of Conduct:** Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2024 Code of Conduct as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously**.

- F. Orland Cemetery District – Updated (2024) Disciplinary Procedures:** Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District’s 2024 Disciplinary Procedures as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 2-0 in favor, motion **PASSED Unanimously**.

Close session: The Board of Trustees went into a closed session at 10:20 a.m. and returned to the open session at 10:35 p.m.

- A. Employee Review (*Gov. Code § 54957*).
No action was taken.

Trustee Discussion and Comments:

There were no additional discussions or comments.

Upcoming Conference/Training:

- A. California Association of Public Cemeteries Annual Conference – March 13-15, 2025 – Seaside, CA – Staff will be receiving Golden State Risk Management Authority’s Loss Prevention Subsidy Fund for this conference.

Adjournment:

Vice-Chair Kevin Donnelley adjourned the meeting at 10:47 p.m.

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

Approved: _____