

ORLAND CEMETERY DISTRICT

August 08, 2023

9:00 A.M.

I.O.O.F Cemetery

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

AGENDA

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 public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of a least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.

A. Call to order:

B. Pledge of Allegiance:

C. Roll call:

D. Public comment on any agenda item – Open or Closed:

The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.

E. Information Items:

A. Managers Monthly Report:

1. Sales, Burials, Safety Report, Major Purchases:
2. Incidents/Safety Report:
3. Correspondence:
4. Grounds & Maintenance Report:
5. Old Business Updates:

F. New Business/Future Agenda Items:

- A. Rescind Resolution #2023-07-11-03 Approval of Payroll Authorization: Due to a name change.
- B. Resolution #2023-08-08-01 Approval of Payroll Authorization:
- C. Resolution #2023-08-08-02 Authorizing Transfer of Funds: Barceloux-Tibessart Grant
- D. Employee Phone Stipend Policy 8.7: This policy clarifies how this stipend is paid.
- E. GSRMA Annual Training October 19 - 20, 2023: Registration and Confirmation on who will be attending?
- F. Participation in the 2023-2024 Golden State Rick Management Authority Risk Management Accreditation Program (RMAP).

G. Old Business:

- A. Orland Cemetery District Indigent Burial Program: Brant Mesker & Scott De Moss.
- B. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:

H. Consent Calendar:

- A. Approval of the July 11, 2023, Board Meeting Minutes:
- B. Approval of June 2023 Monthly Expenditures/Claims:

I. Close session:

- A. None Scheduled.

J. Return to open session:

- A. None Scheduled.

K. Trustee Discussion and Comments:

L. Staff Reports:

- A. PCA Annual Conference – August 10-12, 2023 – Grass Valley, CA.
- B. California Association of Public Cemeteries – October 6 & 7th, 2023 – Sacramento, CA.

M. Adjournment:

This Agenda was posted this 28th day of July 2023 by Staci K. Buttermore, Office Manager.

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Manager's Report July 2023

Burials for the Month of July are enclosed with packet

Monument Settings

()2X2 (2)2X4 (2) 2X8 (2) Glue on Plaque

7/10 Picked up Kawasaki Mule from shop, removed wiring harness for the spray pump and work on setting up Kubota for spraying.

7/12 Went to Simplot picked up herbicide, finished set up on Kubota ready to start spraying.

7/13-7/14 Grounds crew is starting work at 5:30am and ending at 2:00pm until we are out of the three-digit heat. This allows us to work when it is cooler and get more accomplished in the workday. Sprayed all stone rows at IOOF and Catholic cemeteries.

7/17 Sprayed Masonic Cemetery.

7/18 Sprayed Graves Cemetery.

7/19 Received an E-mail from Brant Mesker of Glenn County requesting a meeting. An E-mail was sent back inviting him to our August 8th meeting.

7/20 Working on raking Bermuda grass runners off the headstones.

7/26 Ordered fuel from Hunt and Son.

Orland Cemetery District
June and July 2023
Burials

Last Name	First Name	Date of Birth	Date of Death	Cemetery	Grave(s)	Lot(s)	Section(s)	Burial Date	Veteran Status	Authorizer	Authorizer Address	City	State	Zip	Relationship	Contract Number
Carreno	Emily	12/10/2007	05/23/2023	Catholic	6	78	10	06/01/2023	No	Ivonne Carreno	6343 County Road 200.	Orland	CA	95963	Mother	
Cote	Robert	04/26/1930	11/24/2022	Odd Fellows	6	82	5	06/02/2023	Yes	Susan Cote	6468 Co. Rd. 7	Orland	CA	95963	Wife	
Ehrk	Douglas	09/09/1942	05/21/2023	Odd Fellows	6	140	6	06/09/2023	No	Vernetta Ann Ehrk	4646 Co. Rd. 203	Orland	CA	95963	Wife	
Crowell	Lezly	06/23/1947	05/11/2023	Odd Fellows	6	149	5	06/09/2023	Unknown	Venessa Nelson-Gor	27422 Manon Ave.	Hayward	CA	94544	AHCD Agent	(510) 677-9828
Guest	Faith	08/27/1943	05/27/2023	Kirkwood				06/10/2023		Denton Arthur Gues	23460 School Lane	Corning	CA	96021	Husband	
Touy	La	03/12/1934	06/04/2023	Catholic	5	8	10	06/13/2023		Phyllis Touy	10925 Mikas Pond Way	Stockton	CA	95219	Daughter-in-law	(209) 992-8004
King	Thelma	12/07/1918	06/07/2023	IOOF Cemetery	3	38	6	06/16/2023	Unknown	Bruce John King	3499 County Road S	Orland	CA	95963	Son	
Baugher	Ruby	05/09/1920	06/01/2023	Odd Fellows	4	75	1	06/20/2023		Geoffrey Sykes Baug	P.O. Box 753	Point Arena	CA	95468	Son	
Gollnick	Ray	06/05/1937	06/10/2023	Masonic	7	50	7	06/23/2023	Yes..National	Verda Belle May Gol	120 Woodhaven Ct.	Orland	CA	95963	Wife	
Petersen	Robin	12/17/1942	06/21/2023	Odd Fellows	N1/2-1	245E	S-3	06/30/2023	Yes.Navy	Roylene Petersen	117 Yolo Street	Orland	CA	95963	Wife	(530) 519-7564
Brouse	Ricahrd	11/29/1932	07/03/2023	Odd Fellows	1	101	6	07/08/2023	No	Dorothy Ella Brouse	2000 Atrium Parkway Ar	Napa	CA	94559	Wife	
Williams	Loretta	06/24/1938	07/04/2023	Odd Fellows	3	169	7	07/11/2023		Karli Williams	7109 Gateshead Court	Citrus Heights	CA	95610	Granddaughter	(916) 955-4820
Schrenk	Deborah	01/01/1953	10/25/2022	Odd Fellows	1	54	4	07/14/2023		Marjorie I. Chittend	P.O. Box 63	Hamilton City	CA	95951	Mother	
Martin	John	10/27/1937	06/09/2023	Odd Fellows	4	5	7	07/17/2023	No	Pat Dempsey	5737 W. Plantation Lane	Garden City	Idaho	83703	Wife	(530) 591-7376
Phouamkha	Tamura	10/09/1988	07/08/2023	Odd Fellows	1	34	7	07/21/2023	No	Adan Phouamkha	174 Victorian Park Ct.	Corning	CA	96021	Spouse	
Jacobo	Joyclyn	02/10/1946	06/10/2010	Odd Fellows	10	Niche	5	07/22/2023	Unknown	Ralph Jacobo Sr.	6130 County Road 15	Orland	CA	95963	Husband	
Jacobo, Sr.	Ralph	08/19/1940	06/03/2023	Odd Fellows	10	Niche	5	07/22/2023	Unknown	Lynda Baker	4220 County Road L	Orland	CA	95963	Daughter	(510) 677-9828
Bridges	Eunice	03/13/1930	07/17/2023	Odd Fellows	4	55	6	07/26/2023	Unknown	Engle Bridges	4661 County Road G	Orland	CA	95963	Son	
Embrey	Charles	07/16/1939	07/07/2023	Odd Fellows	1	183	7	07/29/2023	Unknown	Vicki Cooper	20101 Niche Road	Red Bluff	CA	96080	Daughter	

**ORLAND CEMETERY DISTRICT
BOARD OF TRUSTEES
RESOLUTION NO. 2023-07-11-03**

PAYROLL AUTHORIZATION

WHEREAS, the Board of Trustees of the Orland Cemetery District is determined to grant signing authorization of the Orland Cemetery District Payroll.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Orland Cemetery District hereby authorizes signing authority for the purpose of processing the Orland Cemetery District Payroll to Kelly A. Kampschmidt Payroll and Accounting Services, 450 Second Avenue, Willows, California 95988.

THIS RESOLUTION was passed and adopted by the Board of Trustees of the Orland Cemetery District at a regular meeting thereof held on **July 11, 2023** by the following vote:

AYES: 2 (Beale and Tefelski)

NOES: 0

ASENT OR ABSTAIN: None

RESCINDED ON: August 8, 2023

AYES: ()

NOES: ()

ASENT OR ABSTAIN:

Rick Beale, Chairperson
Orland Cemetery District
Board of Trustees

ATTEST:

Steve Thomas
Manager
Orland Cemetery District

**ORLAND CEMETERY DISTRICT
BOARD OF TRUSTEES
RESOLUTION NO. 2023-08-08-01**

PAYROLL AUTHORIZATION

WHEREAS, the Board of Trustees of the Orland Cemetery District is determined to grant signing authorization of the Orland Cemetery District Payroll.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Orland Cemetery District hereby authorizes signing authority for the purpose of processing the Orland Cemetery District Payroll to K3 Logistics Inc. DBA: K3 Logistics & Accounting, 450 Second Avenue, Willows, California 95988.

THIS RESOLUTION was passed and adopted by the Board of Trustees of the Orland Cemetery District at a regular meeting thereof held on **August 8, 2023** by the following vote:

AYES: ()

NOES: ()

ASENT OR ABSTAIN:

Rick Beale, Chairperson
Orland Cemetery District
Board of Trustees

ATTEST:

Steve Thomas, Manager
Orland Cemetery District

**ORLAND CEMETERY DISTRICT
BOARD OF TRUSTEES
RESOLUTION NO. 2023-08-08-02**

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS

WHEREAS, the Board of Trustees of the Orland Cemetery District has been granted monies from the Barceloux-Tibessart Foundation in the amount of \$1,870.50 for the purpose, of purchasing rose bushes, utility carts and supplies to place monuments on Military Veterans resting at the Orland Cemetery District that currently have “temporary markers” and,

WHEREAS, the District has deposited these monies into Miscellaneous Revenue 74112 and

WHEREAS the amount of \$1,870.50 is to be appropriated in the 2023-2024 budget.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Orland Cemetery District hereby authorizes the transfer of funds as follows;

The amount of \$1,870.50 is to be appropriated from Miscellaneous Revenue 74112 in the amount of \$1,870.50 and is to be transferred into budget line item 3280 Special Department Expense for the purchase of these items and related supplies for the monuments.

THIS RESOLUTION was passed and adopted by the Board of Trustees of the Orland Cemetery District at a regular meeting thereof held on **August 8, 2023** by the following vote:

AYES: ()

NOES:()

ASENT OR ABSTAIN:

Rick Beale, Chairperson
Orland Cemetery District
Board of Trustees

ATTEST:

Steve Thomas, Manager
Orland Cemetery District

Barceloux-Tibessart Foundation

2023

Friends of Orland District Cemetery's & Wreaths Across American Local Chapter

Project expenditures including all major components and bids:

(10) Rose Bushes:	\$ 140.00
(10) 2x4 Cement Monument Markers:	\$ 1,200.00
(1) Gravel	\$ 50.00
(3) Gorilla Cart Steel Utility Cart (Orland Hardware)	\$ 421.00

Veteran Flag Holders:

(4-sticks) Rebar	\$30.00
(2-boxes) Washers	\$12.00
(2) Spray Paint	\$17.50

TOTAL AMOUNT REQUESTED: \$1,870.50

Orland Cemetery District Employee Phone Stipend Policy 8.7

Policy Overview: The Orland Cemetery District (the "District") recognizes the importance of providing employees with the necessary tools to perform their duties effectively. As communication is vital for the successful operation of the District, this policy outlines guidelines for providing eligible employees with a phone stipend to cover work-related phone expenses.

- 1. Purpose:** The purpose of this policy is to ensure that employees who are required to use personal mobile devices for work-related purposes are fairly compensated for their communication expenses.
- 2. Eligibility:** Full-time employees and part-time employees working at least 20 hours per week are eligible to receive a phone stipend. Contract employees, interns, and temporary employees are excluded from this benefit.
- 3. Stipend Amount:** The annual phone stipend amount will be determined by the District, taking into consideration prevailing communication expenses and the requirements of the employees' roles. The stipend amount may vary depending on the job responsibilities and needs of each employee. **The employee phone stipend will be provided at a fixed amount of \$120.00, and it will be paid on a fiscal year basis.**
- 4. Stipend Distribution:** The phone stipend will be distributed to eligible employees during the month of July, and it will be delivered by mail to their designated mailing addresses.
- 5. Stipend Usage:** The phone stipend is to cover work-related communication expenses, including but not limited to phone calls, text messages, and data usage related to District business. Employees are expected to use the stipend responsibly and exclusively for work-related purposes.
- 6. Required Documentation:** Employees receiving the phone stipend may be required to submit periodic documentation, such as phone bills or usage reports, to verify their work-related communication expenses. Failure to provide this documentation may result in the suspension or termination of the stipend.
- 7. Responsibility for Devices and Plans:** Employees are responsible for providing and maintaining their personal mobile devices. They must have a phone plan that adequately supports their work-related communication needs. The District will not be responsible for any additional charges or expenses incurred due to personal phone usage outside of work-related activities.
- 8. Termination or Change of Employment:** If an employee's employment with the District is terminated, the phone stipend will cease. Employees are responsible for terminating any related phone plans or obligations after the stipend is discontinued.

9. Review and Updates: This policy will be reviewed periodically to ensure its effectiveness and relevance. The District reserves the right to modify, amend, or terminate this policy at any time, with or without prior notice.

10. Policy Acknowledgment: All eligible employees receiving the phone stipend must acknowledge and agree to comply with this policy. Failure to adhere to the policy guidelines may result in disciplinary action, including the revocation of the phone stipend.

Effective Date: This policy shall become effective on August 8, 2023.

This policy is not a contract, and it does not alter the at-will employment relationship between the Orland Cemetery District and its employees.

By implementing this employee phone stipend policy, the Orland Cemetery District aims to support its workforce while ensuring responsible usage of communication resources. Employees can now focus on their duties with the confidence that their work-related communication expenses are being adequately supported.

Approved:

Vote:

AYES: ()

NOES: ()

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge that I have received a copy of the Employee Phone Stipend Policy from the Orland Cemetery District. I have read and understood the policy and agree to comply with its provisions.

By signing below, I confirm that I will use the phone stipend provided by the District solely for work-related communication expenses and will provide any required documentation upon request.

Employee Signature: _____

Date: _____

I, Steve Thomas, Manager, hereby confirm that the Orland Cemetery District has adopted the Employee Phone Stipend Policy as outlined above. This policy will become effective on August 8, 2023.

Signature: _____

Date: _____



17th ANNUAL TRAINING CONFERENCE - 2023

Don't miss GSRMA's 2023 Annual Training Conference!
October 19-20, 2023

We are excited to invite all our members to our Annual Conference. The day will be filled with valuable information, entertaining speakers, good food and the opportunity for our members to share ideas with their peers.

THURSDAY
OCTOBER 19, 2023
8:00 AM - 4:30 PM

Keynote Speaker Jesse Brisendine

Making Work Meaningful: Empowering Leaders for Effective Communication and Job Fulfillment

In today's fast-paced and interconnected world, employers face numerous challenges in creating meaningful work environments. This keynote aims to empower attendees with the essential tools and capabilities needed to be confident and effective leaders. By addressing common pain points such as day-to-day miscommunications and feelings of inadequacy, this engaging keynote equips participants with actionable strategies to enhance communication, employee fulfillment, and overall leadership skills.

Kevin Bibler, Alliant Insurance Services

Rick Brush, PRISM

Culture Shock!!! The skyrocketing costs of liability claims, their impact on the market and what we can do about it

We haven't experienced insurance markets like this since the public entity insurance crisis of the 70's. Insurance costs are skyrocketing because claims costs are skyrocketing with little relief in sight. Understanding why this is happening may not pay the increased premiums but it will make it easier to explain to those signing the checks. Such insight could give us some idea of what we need to do to weather the storm.

NOON - 1:00 PM **Buffet Lunch**

Michael Coogan, MC2

AI: What's Possible, What's Practical, and What's Ethical

Amidst the buzz around Artificial Intelligence (AI), small and mid-sized public entities may question its relevance to their operations. This session aims to demystify AI, providing an accessible exploration of its potential. We'll discuss AI's practical applications available today, future prospects, and associated ethical considerations, arming you with the knowledge to determine the utility of AI within your organization.

Derek Haynes and Dylan de Wit, Porter Scott

Accommodating Injured Employees

This session will focus on the steps employers must take upon learning of an employee's disability and the associated risks.

5:00PM- 7:00PM **Vendor Reception Hosted by GSRMA**

Golden State Risk Management Authority
17th Annual Training Conference
Rolling Hills Resort, Corning, CA
October 19-20, 2023



FRIDAY, OCTOBER 20, 2023

CONCURRENT SESSIONS

8:00AM – 9:00AM

Ryan Brannon, Steve Wood, Brian Edinger GSRMA

Developing a Culture of Safety

Have you struggled with implementing a safety program or getting buy-in from coworkers? This course will cover the solid foundation needed for Developing a Culture of Safety, tips, and tricks for getting buy-in from coworkers, items needed for compliance, and more!

Dave Glende and Sam Adams, GSRMA

Cyber Risk in Local Government: Lessons learned and current trends

A presentation on current trends in cyber security and what has been learned over the past year via the GSRMA Cyber Risk Self-Assessments.

9:15AM – 10:15AM

Jennifer Chilton and Ritesh Sharma, James Marta & Company LLP

Fraud – Managing a Changing Landscape with Proven Tools

As we are pressured to give greater attention to cyber risks, the risk of traditional internal and external financial fraud has never diminished. While the computerization of accounting and finance functions has changed how we do business, it is vital that we maintain adequate internal controls and loss prevention practices. Compare your financial controls to industry best practices in our ever-changing world of fraud.

Naomi Whatley, Employee Benefits Specialist, GSRMA

Squeezing Every Bit of Value Out of Your Employee Benefits

Employee benefits - health, dental, vision and life insurance - are expensive. Yet few employees take full advantage of all that is offered by their carriers. Get a better understanding of why health insurance is so expensive. Then learn how your employees can get the most out of your program while helping to keep costs down.

10:30AM - Noon

Emiliano Cornejo and Scott Dinits, The Training Place, Butte College

Breaking Cycles and Creating Change

As supervisors, community, and organization leaders, we create change in our organizations and community. This work demands a lot from us, and the way we show up every day is critical. As we provide support to others, we have so many things going on, and being brought to us each day. This training space will offer safe learning experience that supports our skill-building through engagement and reflection. Let's take some time to create a space to learn and grow with each other.

**Golden State Risk Management Authority
17th Annual Training Conference
Rolling Hills Resort, Corning, CA
October 19-20, 2023**

Please Register by October 5, 2023

Golden State Risk Management Authority's 17th Annual Training, October 19-20, 2023, at Rolling Hills Resort & Casino, Corning, CA. [Click here](#) to register at our website or by returning the completed form via fax 530.934.8133 or email to events@gsrma.org.

Conference begins with registration and full breakfast at 8:00 am.

Name (Last, First)	Title
Member Entity	Phone
Address, City, State and Zip	Email Address

Please check the sessions/events you will be attending:

- Thursday – General Sessions - 8:00am – 4:30pm**
- Thursday Evening Vendor Reception - Hosted by GSRMA: 5:00pm – 7:00pm**
- Friday Concurrent Sessions**
 - Please select one option during each time slot below:**
 - 8:00AM – 9:00 AM**
 - Developing a Culture of Safety**
 - Cyber Risk in Local Government: Lessons learned and current trends**
 - Initial 9:15AM – 10:15AM**
 - Fraud – Managing a Changing Landscape with Proven Tools**
 - Squeezing Every Bit of Value Out of Your Employee Benefits**
 - 10:30AM – Noon**
 - Closing Keynote Session: Breaking Cycles and Creating Change**
- Friday Lunch**
 - Lunch on-site**
 - Boxed lunch to go**

Accommodations

There are two hotels onsite, their contact information is below:

- The Lodge (The Vagabond Inn) is located on the north end of the main building.
- The Inn at Rolling Hills, is south of the facility adjacent to the conference center.

The phone number for reservations is (530) 528-3500. Mention Golden State Risk Management Authority to receive the special conference rate.

Driving Directions:

From the north – Take Interstate 5 South to Exit 628, Liberal Avenue. Exit right on Liberal, then turn left onto Barham Rd. arrive at Rolling Hills Resort.

From the south – Take Interstate 5 North to Exit 628, Liberal Avenue. Exit right, then turn left on Liberal and drive over the overpass. Make a left onto Barham Rd., arrive at Rolling Hills Resort.



ORLAND CEMETERY DISTRICT
P.O. Box 424
Orland, Ca. 95963

Phone: 530-865-3880
Fax: 530-865-8831
E-mail: orlandcemdist@gmail.com

August 8, 2023

Golden State Risk Management Authority
P.O. Box 706
Willows, CA 95988

Re: Risk Management Accreditation Program (RMAP)

Dear Loss Prevention Staff,

The Orland Cemetery District intends to apply for Golden State Risk Management Authority's Risk Management Accreditation Program (RMAP) this year.

Should you have any questions please contact Staci Buttermore at the phone number and e-mail address listed below or by email: orlandcemdist@gmail.com

Sincerely,

Steve Thomas, Manager
Orland Cemetery District
(530) 865-3880
orlandcemdist@gmail.com

QUOTES FOR BURIAL PLAQUE

1. "In life, we may have walked different paths, but in death, we stand together as one. Today, we gather to honor the unclaimed, reminding ourselves that every life deserves dignity and respect."
2. "Today, we embrace those without a voice, those whose stories remained untold, and with tender care, we grant them a place of peace and belonging."
3. "We gather in shared humanity to honor the unclaimed, recognizing that every soul deserves a farewell, a moment of reflection, and a place to rest eternally."
4. "In this sacred ground, we offer our compassion to those whose paths crossed ours only in silence. Let us carry their memory forward, knowing that in unity, we find strength."
5. "We stand here not as strangers but as guardians of forgotten lives. In this act of love and reverence, we reaffirm the value of every human being, even those unclaimed by the world."
6. "In the depths of anonymity, we gather to honor these unclaimed souls, reminding ourselves that every life deserves remembrance, love, and dignity."
7. "Let us be the guardians of their memory, for in this final act of compassion, we bestow upon them the gift of belonging."
8. "In the silence of their absence, we are reminded of the preciousness of every life, prompting us to embrace our shared humanity with greater kindness and understanding."
9. "In the final chapter of their stories, we offer the comfort of a shared narrative, knowing that they are not alone in their journey to eternity."
10. "In this sacred moment, we acknowledge that every life, known or unknown, leaves an indelible mark on the world, influencing the course of history in ways we may never comprehend."
11. "We gather not as strangers but as kindred spirits, embracing those who have no one to remember them, for their memory lives on in our hearts."
12. "In this act of reverence, we affirm the inherent worth of every life, regardless of circumstances, for even in their passing, these souls leave a mark on the world."

May these quotes provide solace and comfort to those attending the burial of the unclaimed, reminding them of the importance of cherishing every life and finding unity in shared compassion.

Ideas of Quotes for Plaque/Bolder

1. Beloved Souls of Glenn County's Indigents - In Unity, Now Resting Peacefully"
2. Beloved in life, united in eternity, together as one community."
3. "Beloved in the eyes of the Universe, resting here as one cherished family – Glenn County's Indigents, united in eternal grace."
4. "Remembering the Unclaimed Souls of Glenn County, Forever Resting in Unity and Dignity."
5. "Remembering the Unclaimed Souls of Glenn County: Together in Dignity, Forever in Unity."
6. "Remembering with dignity, Glenn County's beloved indigents - Unseen, yet not forgotten. Together in compassion, united in humanity."
7. "In unity and dignity, resting together, the forgotten find solace in our hearts."
8. "Remembering the Unclaimed Souls of Glenn County - Together in Dignity, Forever in Peace."
9. "Remembering Those Unclaimed, Embracing Every Soul, United in Dignity."
10. "Remembering with compassion the forgotten souls of Glenn County's Indigents. In death, they found a community that cared."
11. "Remembered with compassion, in unity we rest."
12. "Rest in Unity: Remembering Glenn County's Indigents, Forever Cherished, Never Forgotten."

This quote acknowledges the indigent individuals of Glenn County, emphasizing the importance of remembering and honoring every life, regardless of their circumstances. It also highlights the unity and respect that unites us in providing a dignified resting place for those who may have been otherwise forgotten.

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

July 11, 2023

9:00 A.M.

I.O.O.F Cemetery

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

The meeting was called to order at 9:05 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

Members Roll Call: Members present, Chairperson Rick Beale, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. A motion was made by Chairperson Rick Beale to excuse the absence of Trustee Kevin Donnelley, seconded by Trustee Dottie Tefelski, The vote was 2-0 in favor, the motion passed unanimously.

There were no Public members present.

INFORMATION ITEMS:

A. Managers Monthly Report:

Manager Steve Thomas reviewed the following topics:

- 1. Sales, Burials, Deposit, Major Purchases: June 2023:** 5 Full Burials and 4 Cremation Burials.
- 2. Incidents/Safety Report:** A fence barrier was installed at the Masonic Cemetery.
- 3. Correspondence:** Letter from the Corning Sub-Basin Groundwater Sustainability Agency.
- 4. Grounds & Maintenance Report:** The new Kubota is being set up as a spray rig. The mule has been repaired. The Grave Cemetery is starting to green up. Staff are working on a parking lot improvement plan for the Graves Cemetery.

NEW BUSINESS:

A. Resolution #2023-07-11-02 Approval of Authorization of Signature on County Claim Forms:

A brief discussion was held. A motion was made by Trustee Dottie Tefelski to approve resolution #2023-07-11-02, Approval of Authorization of Signature on County Claim Forms, seconded by Trustee Rick Beale. The vote was 2-0 in favor, the motion passed unanimously.

RETURN TO OPEN SESSION:

A. None Scheduled.

TRUSTEE DISCUSSION AND COMMENTS:

Chairperson Rick Beale gave an update on Glenn County's Indigent Burials. He stated that he had addressed questions that Glenn County Supervisor Arnold had. Chairperson Rick Beale directed Manager Steve Thomas to explore a beautification project for the Indigent burial area and proposed that this area be dedicated in memory of past, Manager Rob Christian. Trustee Dottie Tefelski stated that she has not heard back from the Barceloux-Tibessart Foundation about the submitted grant. Chairperson Rick Beale directed staff to research Glenn County's No Smoking Policy and prepare a policy for the Orland Cemetery District.

STAFF REPORTS:

- A. 4th of July: The Orland Cemetery District office was closed on Monday, July 3 & Tuesday, July 4th, 2023. There were no services scheduled. Staff used PTO for July 3, 2023.
- B. July 12, 2023 – The Orland Cemetery District office will be closed to attend the Shasta Training Day in Cottonwood.

ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 11:04 a.m.

Respectfully submitted by: _____
Steve Thomas, Manager

Approved by the Board of Trustees on: August 8, 2023

NEW BUSINESS: (Continued)

B. Resolution #2023-07-11-03 Approval of Payroll Authorization:

A brief discussion was held. A motion was made by Trustee Rick Beale to approve resolution #2023-07-11-03, Approval of Payroll Authorization, seconded by Trustee Dottie Tefelski. The vote was 2-0 in favor, the motion passed unanimously.

C. Discussion on Veteran Monuments:

Staff explained to the Trustee's that Veterans only receive a discount on 2x4 Monuments. Staff suggested that this discount be offered for all monuments. A motion was made by Trustee Dottie Tefelski to direct staff to create a Veteran Monument Policy that would offer Veterans a 50% discount on monument purchases, seconded by Trustee Rick Beale. The vote was 2-0 in favor, the motion passed unanimously.

OLD BUSINESS:

A. Resolution #2023-07-11 Approval of Final Budget F/Y 2023-2024:

Chairman Rick Beale stated that the proposed budget reflects our District's commitment to maintain a strong financial foundation. The proposed budget aligns with our strategic objective and values. Office Manager Staci Buttermore reported that all reporting requirements for the budget have been completed. A motion was made by Trustee Dottie Tefelski to approve Resolution #2023-07-11 Approval of Final Budget F/Y 2023-2024, seconded by Trustee Rick Beale. The vote was 2-0 in favor, the motion passed unanimously.

B. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion: Office Manager Staci Buttermore reported that the 06/30/2021 audit is still being finalized and she will reach out to HM & S for an update. The 06/30/2022 audit is estimated to begin in August.

CONSENT CALENDAR:

A. Approval of the June 13, 2023, Board Meeting Minutes:

Trustee Rick Beale made a motion to approve the June 13, 2023, Board Meeting Minutes as presented, Trustee Dottie Tefelski seconded the motion. A vote was held, and the motion **PASSED** unanimously.

B. Approval of May 2023 Monthly Expenditures/Claims: Trustee Dottie Tefelski made a motion to approve the May 2023, Monthly Expenditures/Claims as presented, Trustee Rick Beale seconded motion. A vote was held, and the motion **PASSED** unanimously.

CLOSED SESSION:

A. None Scheduled.