**ORLAND CEMETERY DISTRICT**

February 11, 2025

**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 at 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.***

1. **Call to order:**
2. **Pledge of Allegiance:**
3. **Roll call:**
4. **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.***

1. **Consent Calendar:**
2. Approval of January 2025 Monthly Financial Expenditures/Claims Reports:
3. Approval of January 15, 2025, Board Meeting Minutes:
4. **Information Items:**
5. Managers Monthly Report: (January 2025)
6. Incidents/Safety Report: Raigoza Plot Relocation – Discussion/Update.
7. Correspondence: Understanding the Teeter Plan/Update:
8. Burial Report (January 2025):
9. Sales, Burials and Deposits January: (5) Full Burials (0) Disinterment and (2) Cremation Burials, (0) Niche, (2) Grave with Pre-Needs, (7) New Contract, (2) Grave Sales, (5) Pre-Needs Sale, (0) Gazebo Rental (2) 2x4 Monuments, (1) 2x8 Monument and (7) Contract payments.

**6. Information Items:**

1. Grounds Foreman Report (January 2025)
2. Monuments/Headstones: (2)- 2x4, (0) – 2x8, (1) - Glue On, (0)- 2x2
3. Workshop Renovation Project: On hold.
4. Ossuary Beautification Project Update: Tour – Irrigation system installed.
5. Training: Review Plot/Grave Location and procedures.
6. Winter Projects Update: Trash removal area.
7. **New Business/Future Agenda Items:**
8. Orland Cemetery District February Office Closures:

* February 17, 2025 – President’s Day.

1. Tree Removal Estimates:
2. Orland Cemetery District Audit 2023-2024: Update
3. Resolution No. 2025-02-11 “Transfer of Funds” from Contingency Fund: Discussion/Review/Approve
4. Orland Cemetery District Personnel Policy Manual: Update/Review/Approve

1. **Old Business:**
2. RMAP 2024-2025: Update.
3. Cal Plant Bankruptcy Negative Apportionment: Discussion/Resolution 2025-02-28
4. **Close session:**
5. Employee Reviews – Groundskeeper II, Grounds Foreman and District Manager. *(Gov. Code § 54957)*.
6. **Return to open session:**
7. Employee actions.
8. **Trustee Discussion and Comments:**
9. **Upcoming Conferences/Training:**
10. None at this time.
11. **Adjournment:**

This Agenda was posted on this 5th day of February 2025 by Staci K. Buttermore, District Manager.

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