

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

May 9, 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 9:15 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

**Members Roll Call:** Members present, Chairperson Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Administrative Assistant Staci Buttermore.

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:** April 2023: 7 Full Burials and 1 Cremation Burial.
2. **Incidents/Safety Report:** None Reported
3. **Correspondence:** None received.
4. **Grounds & Maintenance Report:** New rear tires have been placed on the Kubota tractor.

### New Business/Future Agenda Items:

**A. Preliminary 2023/2024 Budget Discussion:** Staff reported that they are preparing for 2023/2024 budget. The Department of Finance has not yet released the budget forms. Staff are planning to present a draft budget at the June 13, 2023, board meeting.

#### **B. Resolution of Disposition of John Deere Tractor (Resolution No. 2023-05-09):**

Trustee Kevin Donnelley made a motion to approve Resolution No. 2023-05-09, the disposition of the John Deere Tractor, Trustee Dottie Tefelski seconded motion. A vote was held, and the motion **PASSED unanimously**.

**C. Approval of Orland Cemetery District Motor Vehicle Policy:** Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District revised Motor Vehicle Policy, Trustee Dottie Tefelski seconded motion. A vote was held, and the motion **PASSED unanimously**.

**Old Business:**

- A. Graves Cemetery Well/Building Update:** Manager Steve Thomas reported that Lely has blown out the well and removed the motor. The building is scheduled to be installed in the next couple of weeks. Completion of this project is expected to be by the end of May.
- B. Approval/Edit of Indigent Burial Policy:** Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District Indigent Burial Policy and 2-Year County of Glenn Contract, Trustee Dottie Tefelski seconded motion. A vote was held, and the motion **PASSED unanimously**.
- C. Memorial Day Planning: May 29, 2023:** Trustee Dottie Tefelski will contact the Fire Department to see if they are interested in doing a Memorial Day Ceremony. Staff will be placing flags on May 25, 2023.
- D. Barceloux-Tibessart Foundation 2023 Grant Application:** 2023 Grant Application has been completed and will be submitted.
- E. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:** Staff reported that the 06/30/2021 audit is currently being conducted.

**Consent Calendar:**

- A. Approval of the April 11, 2023, Board Meeting Minutes:**  
Trustee Dottie Tefelski made a motion to approve the April 11, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was held, and the motion **PASSED unanimously**.
- B. Approval of March 2023 Monthly Expenditures/Claims:** Trustee Dottie Tefelski made a motion to approve the March 2023, Monthly Expenditures/Claims as presented, Trustee Kevin Donnelley seconded motion. A vote was held, and the motion **PASSED unanimously**.

**Close session:**

None scheduled for this meeting.

**Return to open session:**

None scheduled for this meeting.

**Trustee Discussion and Comments:**

None for this meeting.

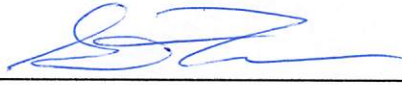
**Staff Reports:**

None for this meeting.

**Adjournment:**

Chairperson Rick Beale adjourned the meeting at 10:12 a.m.

Respectfully submitted by:



Steve Thomas, Manager

Approved by the Board of Trustees on: June 13, 2023