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*ORLAND CEMETERY DISTRICT*

**JANUARY 2025**

Orland Cemetery District’s

Manager’s Monthly Report

01.01.2025 - New Year's Day. Office Closed.

01.02.2025 – Burial Worksheet for Benjiman Shriver – Full Burial.

 Approval of Walter Steuben’s headstone.

 Grave site selection tailgate meeting.

 GSRMA Cyber Survey – Completed.

 Set up appointment for Cathyann Cleland – 10:00 a.m. 1/6

 Process Contract Payment #3000 – Carmen Llamas.

01.03.2025 - Process payroll PPE 01/04/2025.

 Employee Action Form – Enos.

 Orland Hardware month-end warrant.

 Letter to Trustees- Raigoza Burial.

 County of Glenn Air Pollution warrant – Annual Burn Permit.

 U.S. Bank month-end warrant (Steve’s old card)

 U.S. Bank month-end warrant (Staci’s card)

01.06.2025 - Set up New Contract #3010 – William & Cathy Ann Cleland.

 Process Contract #2940 Cuevas payment.

 Burial Worksheet for Maria Medina-Kendall

 Burial Quote for Lisa Roenspie.

 OCD Burial Policy.

 RMAP – Application.

01.07.2025 - RMAP – Application.

 Create OCD Burial Policy & Procedures.

 Create Fraud Prevention Policy.

01.08.2025 - OCD District Burial Policy and Procedures (finished)

 Burial quote for Roger Penrose. – Non-resident.

 Schedule portable toilet service for Masonic yard – spoke to Jason. 01/09/2025 – tentative cleaning.

 Plot authorization form Maria Medina Kendall.

 Email to Eddie: Vaz Headstone and Gonzales Headstone.

 New Contract #3015 – Aracely Flores De Sedano.

 Process Contract Payment #3020 – Dulce Mendoza.

01.09.2025 - CalNET Warrant – Monthly phone bill.

 Hunt & Son’s Warrant – Monthly fuel bill.

 Create OCD Purchasing and Contracting Policy.

 Amend Workplace Violence Prevention Program.

 Spoke with Jamie Raigoza in regard to what the family would like to do with the incorrect placement of Javier Raigoza. Family would like District to help pay for headstone that will have to be replaced. $3,000.

 Sign off on Benjiman Shriver’s Veteran’s marker.

 Received Negative Apportionment Letter from DOF.

 Process Burial Payment for Benjimin Shriver.

 Process Burial Payment for Marvin Bese.

 Approve headstone for Alfredo Flores.

01.10.2025 - Burial Quote for Leslie and Francis Adams – Layne Davis.

 Find/Reprint Grave Sales Receipt for Betty Skala.

 Amend Workplace Violence Prevention Program – Finished.

 Amend/update “Emergency Action Plan Policy”

 Create Injury and Illness Prevention Program Policy.

 Distribute payroll.

 Process 2x8 Monument Payment – Lorraine Overton.

 Process Burial Payment for Medina.

 Approve bronze plaque for Julie Anne Myers.

01.13.2025 - Safety Meeting.

 December 2024 Financial Reconciliation.

 Policy review.

 Burial quote for Carla Parkerson.

 Approve headstone for Betty Moss.

01.14.2025 - Checked Email.

 RMAP – Application – (Training)

 Faver Family Plot Selection.

 Process Vase Payment – Coy Yancy.

01.15.2025 - Monthly Board Meeting

 Input monthly warrants into Quickbooks.

 Year End Payroll 2024 – W-2 report review.

01.16.2025 - Morning Staff meeting.

Prepare Sales Deposit

 Mail Friendly Reminders to past due Contracts (6)

 Prepare Employee evaluation.

 Trip to Willows – DOF – Drop of burial permits, warrants and sale deposit.

 Spoke to the Raigoza family – they will proceed forward with a new headstone, the District will contribute $3,000.00 towards new headstone and pour a 2x12 monument for the headstone at no charge to the family.

 Target Solution Training – Ethics/Sexual Harassment.

01.17.2025 - Employee Evaluation Meeting.

 Process OCD Payroll PPE 01/18/2025.

 Letter to Humberto Medina requesting his attendance at our 02/11/2025 board meeting to discuss the negative apportionment.

 Burial quote for Robert Faulkner.

 Burial quote for Shad Overton – Masonic Cemetery.

 Employee Disciplinary Reprimand Letters.

01.20.2025 - Martin Luther King Day – Office Closed.

01.21.2025 - Mandatory Day Off.

 Burial worksheet reviews: Julio Mendoza and Kathy Moore.

 Checked email.

01.22.2025 - Staff meeting.

 Letter # 2 Negative Apportionment.

 Letter of Recommendation – Beale.

 Burial worksheet/schedule Kathy Moore – January 29, 2025.

 Process 2x4 Payment – Walter Steuben.

 Process Contract Payment #2875 – Marcy Kendrick.

 Burial worksheet for Julio Mendoza.

01.23.2025 - Process Contract Payment #2800 – Una Walker.

 Process Contract Payment #2590 – John Irvin.

 Process 2x4 Payment – Toni Erickson.

01.24.2025 - Mandatory Day Off.

 Checked e-mail.

01.27.2025 - Mandatory Day Off.

 Theron – Went home sick at 12:00 p.m.

 Checked e-mail.

01.28.2025 - Enter & Distribute PPE 01/18/2025.

 Theron – Out Sick.

 PG & E #2 – Warrant – Taken to DOF.

 GSRMA Warrant – Taken to DOF.

 Letter of Recommendation – Beale – Emailed to Scott De Moss, County Administrator.

 Daily work assignments and burial services guidelines for employees.

 Process contract payment #3025 – Plascencia.

 Process pre-need payment – Janet Rawlings.

 Contract quote for Rosa Vargas.

01.29.2025 - Morning staff meeting.

 Update District’s Website.

 Email Sweet’s new Fee Schedule for OCD.

 Process Contract Payment #2960 – Fariss Eyslee.

 Process Pre-Need Payment – Nancy Overton.

 Process burial payment for Kathy Moore.

 Process Pre-Need Payment – Clara Griffin

 Process Pre-Need Payment – Nancy Overton (Shad)

 Met with Jimenez family – Plot review/contract set up. The family will return on 02/03/2025 to complete paperwork.

01.30.2025 - Morning staff meeting.

 Verified plot for Julio Mendoza.

 Process Disinterment Payment – (Grave Sale) for Minerva Lopez/Anna Oropeza.

 Emailed – Kalah Horton about the District’s next audit.

 Process Contract Payment #3030 – Yolanda Rico

 Ordered District Supplies: Paper towels, soap, toilet paper etc.

 Started January 15, 2025, Board Meeting Minutes.

 Trip to Post Office.

 Burial Quote for Larry and Inette Howard.

 Burial Quote for Robert Schneider.

01.31.2025 - Morning staff meeting.

 Processed payroll for PPE 02/01/2025.

 Process Pre-Need Payment for Craig Buttermore.

 Process Burial Payment for Carla Parkerson.

 Process Pre-Need Grave Sale – Teresa Quinsenberry.

 Process Contract Payment #2990 – Roberto Herniman.

 Process Pre-Need Payment for Larry and Inette Howard.

 Trip to Department of Finance (Burial Sales, Burial Permits and Journal Entry).