

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

September 10, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:00 a.m. by Chair Rick Beale followed by the Pledge of Allegiance.

Members Roll Call: Members present, Chair Rick Beale, Trustee Dottie Tefelski, Trustee Kevin Donnelley, and Interim District Manager Staci Buttermore. There were no members of the public present.

Consent Calendar:

- A. Approval of June 2024 & July 2024 Monthly Expenditures/Claims:
- B. Approval of July 30, 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 3-0 in favor, motion **PASSED Unanimously**.

Information Items:

A. Managers Monthly Report: (July & August)

1. Incidents/Safety Report: August 5th safety meeting – Active Shooter Response
2. Correspondence:
 - 2nd Request from Mike Criss – Bench & Tree. Trustees discussed this request, and it was once again denied. Staff will try to find placement for a memorial tree.
 - Received Golden State Risk Management board member reimbursement.
3. Grounds & Maintenance Report: Discussion - 2004 Ford F250 was taken in for a check engine light. The gas tank needs replaced. Staff is looking for a replacement.
4. Monuments/Headstones: (4) 2x4 - (1) 2x8 - (1) Glue on
5. Old Business Updates:
6. Sales, Burials and Deposits July/August: (10) Full Burials (0) Disinterment and (10) Cremation Burials. (1) Glue On's, (0) Niche, (2) Grave with Pre-Needs, (3) New Contract #, (9) Grave Sales, (4) Pre-Needs Sale, (0) Gazebo Rental and (11) Contract payments.

New Business/Future Agenda Items:

- A. **Orland Cemetery District 06/30/2022 Audit:** Review by Kalah Horton from Horton McNulty and Saeteurn, LLP. – This item was tabled and rescheduled to October 8, 2024.
- B. **Approval of the Orland Cemetery District "Conflict of Interest Code - 2024":**
The Orland Cemetery District's Conflict of Interest Code was last reviewed in 2017. The Trustee's reviewed the updated "Conflict of Interest Code." Trustee Kevin Donnelley made a motion to accept the Orland Cemetery District's "Conflict of Interest Code – 2024" as presented, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.
- C. **Approval of Engagement Letter from BBK Brian Hughes:** The Orland Cemetery District Trustees discussed the Engagement Letter for BBK, Brian Hughes. The Trustee's felt that it would be to the district's benefit to have an attorney representing the district. Mr. Hughes will work with the district to reclaim unused graves and other issues the district may need. Trustee Kevin Donnelley made a motion to approve the Engagement Letter from BBK, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.

New Business/Future Agenda Items: (Continued from previous page)

- D. Approval/Discussion: Purchase of New 2024 Grasshopper: A brief discussion was held; this item was tabled.
- E. Orland Cemetery District Office Assistant Position: Closing September 20, 2024.
- F. Orland Cemetery District Job Description Review: Head Groundskeeper vs Grounds Foreman. A discussion was held comparing the District's old Head Groundskeeper position job description vs. the new proposed Grounds Foreman job description. Trustee Dottie Tefelski made a motion to approve the new Grounds Foreman position job description as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.
- G. Orland Cemetery District Job Description Review/Organization Chart:

Old Business:

- A. Ossuary Beautification Project Update: Interim Manager Staci Buttermore has stated that plans for getting the Ossuary painting is still planned. Waiting for cooler weather. Once the bible has been painted the wall and bible will be sealed. The District still has not heard from the County on when we will be receiving the individuals for burial.
- B. PCA Annual Meeting – August 1-2, 2024 – Grass Valley: Review – Interim Manager Staci Buttermore thanked the board for supporting her role on the PCA Board. She showed the recognition gift that was given to PCA board members for their help and support.
- C. CAPC – Annual Education Seminar – Friday, October 11, 2024: Chair Rick Beale was awarded a scholarship for this seminar.

Close session: The Board went into a closed session at 10:00 a.m. and came out of closed session at 12:00 p.m.

- A. Employee Appointment/Interview (*Gov. Code § 54957*) (Head Groundskeeper/Grounds Foreman).

Return to open session:

- A. Employee action resolution:
The Board of Trustees Chair Rick Beale reported that interviews for the Grounds Foreman position was conducted, and the position was offered to Chris Ollenberger. Theron Martin was promoted to the Groundskeeper II position. No further action was taken.

Trustee Discussion and Comments:

There were no additional discussions or comments.

Adjournment:

Chair Rick Beale adjourned the meeting at 12:05 p.m.

Respectfully submitted by: 
Staci K. Buttermore, Board Secretary

Approved: October 8, 2024