

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

November 8, 2022

9:00 A.M.

I.O.O.F Cemetery

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

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 Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Administrative Assistant Staci Buttermore.

There were no Public members present.

### **Consent Calendar:**

- A. Approval of the October 11, 2022, Board Meeting Minutes:** Trustee Kevin Donnelley made a motion to approve the October 11, 2022, Board Meeting Minutes as presented; Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.
- B. Approval of October 2022 Monthly Expenditures/Claims:** Trustee Dottie Tefelski made a motion to approve the October 2022 Monthly Expenditures/Claims Financial Report as presented, Trustee Kevin Donnelley seconded motion. A vote was held, and motion **PASSED unanimously**.

### **Information Items:**

#### **A. Managers Monthly Report:**

Manager Steve Thomas reviewed the following topics:

1. Sales, Burials, Deposit, Major Purchases.
2. Incidents/Safety Report: Updated the Trustee's on the Worker's Compensation Accident that occurred on October 20, 2022.
3. Correspondence.
4. Grounds & Maintenance Report: One of the flowerpots at the Catholic Cemetery was ran over and needs to be replaced. Groundskeeper will be working on removing the down tree limb at the Masonic Cemetery.

### **Board Discussion and Possible Action Items:**

#### **A. Discussion Orland Cemetery District 06/30/2021 Audit & Dept of Finance Meeting:**

Administrative Assistant Staci Buttermore updated the Trustee's that the District's Pre-Need Accounts have been reconciled. There is proceeds in that account that need to be transferred. Staci and Steve plan to meet with the Glenn County Department of Finance to see how to proceed with getting the funds transferred.

## **New Business/Future Agenda Items:**

### **A. Orland Cemetery District November Office Closures:**

Manager Steve Thomas reported that the Orland Cemetery District Office will be closed on the days listed below. This information was also posted to the Orland Cemetery District website.

- Veterans' Day – Friday, November 11, 2022
- Thanksgiving Day – Thursday, November 24, 2022
- Day After Thanksgiving – Friday, November 25, 2022

### **B. Wreath's Across America – Planning:**

Trustee Dottie Tefelski stated that the Wreath's Across America Ceremony will take place on December 17, 2022 at 9:00 a.m. at the IOOF Cemetery. Administrative Assistant Staci Buttermore will work on a press release for the event.

### **C. Veteran's Memorial Marker Dedication:**

This dedication will take place on December 17, 2022.

## **Old Business:**

### **A. Graves Cemetery Well Building Update:**

Manager Steve Thomas reported that Lely Pump is coordinating with PG & E on the installation of the new electrical pole. At this time there is no estimated completion date.

### **B. Masonic Cemetery Fence Project:**

Manager Steve Thomas reported that he is seeking estimates to install fence posts only. Currently, Chaney/Miller Construction is working on submitting an estimate.

### **C. BidCal Mower Update:**

Manager Steve Thomas reported that the (2) Hustler mowers and the surplus replacement parts are ready to be delivered to BidCal for Auction. A motion was made by Trustee Kevin Donnelley to approve Orland Cemetery District Resolution No. 2022-11-08 , A Resolution Authorizing Liquidation of Surplus Parts & (2) Discontinued Hustler Mowers, Trustee Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.

### **D. Approve Orland Cemetery District "Memorial Bench Policy":**

Manager Steve Thomas reviewed the proposed "Memorial Bench Policy". Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District "Memorial Bench Policy" as presented, Trustee Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.

## **Close session:**

- A. None scheduled.

## **Return to open session:**

- A. None scheduled.

**Trustee Discussion and Comments:**

Trustee Kevin Donnelley congratulated Staci Buttermore for being elected to serve on the Public Cemetery Alliance as a board member.

**Staff Reports:**

**A. Public Cemetery Alliance:**

Administrative Assistant Staci Buttermore reported that her first Board Meeting with the Public Cemetery Alliance has been scheduled for November 21, 2022, and is being held in Galt. Staci also thanked the Trustee's for their encouragement to seek this position and looks forward to serving on the Board.

**Adjournment:**

Chairperson Rick Beale adjourned the meeting at 10:01 a.m.

Respectfully submitted by:



Steve Thomas, Manager

Approved by the Board of Trustees on: December 13, 2022