

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

October 11, 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 9:13 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

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

There were no Public members present.

Consent Calendar:

- A. Approval of the September 13, 2022, Board Meeting Minutes:** Trustee Rick Beale made a motion to approve the September 13, 2022, Board Meeting Minutes as presented; Kevin Donnelley seconded motion. A vote was held, and motion **PASSED unanimously**.
- B. Approval of September 2022 Monthly Expenditures/Claims:** Trustee Kevin Donnelley made a motion to approve the September 2022 Financial Report as presented; Trustee Rick Beale 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.
 - 3. Correspondence.
 - 4. Grounds & Maintenance Report.

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 Board on the progress of the 06/30/2021. The reconciliation of un-earned revenue from 2021 is almost complete.

New Business/Future Agenda Items:

- A. Masonic Cemetery Fence Project:**
Manager Steve Thomas informed the board that the fence project is estimated to cost \$10,000. Additional information will be made available at the next meeting.

New Business/Future Agenda Items: (Continued Page 1)

- B. Discussion of excepting Credit Cards has a form of payment for services:** Manager Steve Thomas reported that he discussed this with Humberto Medina, Director of Finance. To set up for the Orland Cemetery District would be at no cost. Staff expressed that this would be an additional service that the district could offer. A motion was made by Trustee Kevin Donnelley to direct staff to have this service set up for the District, motion was seconded by Trustee Rick Beale. A vote was held, motion **PASSED unanimously.**
- C. Memorial Benches Policy:** The Trustees reviewed the "Memorial Benches Policy". Additional language "Remove" will be added to the policy. Policy is available for Public review.

Old Business:

- A. Policy Review "No Alcohol Permitted on Premise" –** Manager Steve Thomas informed the Trustee's that 12 signs have been ordered.
- B. Graves Cemetery Well Building Update:** Manager Steve Thomas stated that the new building has been ordered and paid for. Lely has stated that they plan to install the power pole on Wednesday, October 12, 2022.
- C. Update on purchase of Kubota RTV:** Manager Steve Thomas stated that the order for the Kubota RTV has been cancelled.
- D. Building Air Condition Installation Update:** Manager Steve Thomas stated that the units were installed on September 15, 2022. Staff is happy with the units and installation.

Close session: Meeting was adjourned into closed session at 10:15 A.M.

- A. Employee Action (Employee Evaluations).**

Return to open session: Return to Open Session at 10:40 A.M.:

- A. Employee action resolution:**

The Board of Trustee's unanimously decided to approve a \$.75 pay increase for Groundskeeper Theron Martin. The Board of Trustee's unanimously decided to update Administrative Assistant Staci Buttermore's employee status from probationary to permanent employee and approve an \$1.00 pay increase.

Trustee Discussion and Comments: Trustee's Rick Beale and Kevin Donnelley had no further comments for discussion.

Staff Reports: Administrative Assistant Staci Buttermore briefly reviewed the Quickbooks reports, thanked the Trustee's and Manager for their approval of her permanent employment status.

Adjournment: Chairperson Rick Beale adjourned the meeting at 10:46 a.m.

Respectfully submitted by:


Steve Thomas, Manager

Approved by Board of Trustees on: November 8, 2022