



ORLAND CEMETERY DISTRICT
P.O. Box 424
Orland, Ca. 95963

Phone: 530-865-3880
Fax: 530-865-8831
E-mail: orlandcemdist@gmail.com

AUGUST 2024

Orland Cemetery District's Manager's Monthly Report

- 08.01.2024 – Travel to Grass Valley for PCA Annual Conference.
Attend PCA Annual Conference – Fire Station Tour/Fire Extinguisher Training.
- 08.02.2024 - Attend PCA Annual Conference.
Spoke to Ken – Schedule the Eurette Pareira – 08.16.2024.
Travel home from Grass Valley.
- 08.05.2024 - Safety Meeting – Active Shooter.
Meeting with Kevin Donnelley and Doc Boggart at the Masonic Cemetery – Fence Project.
Process Payroll for PPE 08.03.2024.
Trip to Post Office.
Schedule service for Faye Jaquith.
Travel Reimbursement Warrant – PCA Conference.
Post 07.30.2024 Special Meeting Minutes to website.
Assign: (2) 2x4 Monument pours – Steve
Assign: (1) 2x4 Monument pour – Chris
Assign: Bug spraying all District Buildings – Theron
- 08.06.2024 - Process GASB-68 Reports – Emailed to Kateryna Pryor. (Needed for Audit)
Post office closure notices (August 7 & August 8)
July 30, 2024, Special Board Meeting Minutes.
Prepare Weekly Update – Projects for Groundskeepers.
Update Website.
Masonic building clean up – Chris completed.
Process burial paperwork for Julie Myers - cremation.
- 08.07.2024 - Off – Bereavement Leave – Mother-in-law
- 08.08.2024 - Complete CAPC – Scholarship Application – Rick Beale.
Approved Doris Pihaylic – Headstone.
Approved Baby Huizar Baby -Headstone.
Return to Work Form & Physician Letter for Steve's surgery.
Steve is working on repair Masonic building wall.

- 08.09.2024 - Masonic – Irrigation Instructions and walk around.
Completed Monthly Pesticide Report and Submitted. (June & July)
Process Pre Need Payment for Henry & Karen Neal.
Process Pre Need Payment for Kenneth Gilmore.
Process Contract Payment #2900 – Nancy Fuentes.
Process Pre Need Payment for Shirley Clark.
Spoke to Mr. Criss about the bench for his wife’s grave. Explained that his request was denied by the Trustee’s at their June 11, 2024, meeting. Mr. Criss appeared to be under the influence. He also commented that the trinkets at his wife’s grave were displaced and mowed over? The groundskeepers were asked about this, and no one mowed anything over.
Full Burial – Jose Puerco – Catholic G-1, L-14, S-10 (Chris & Theron) Steve dug hole.
Steve finished repairing the Masonic building wall.
Trip to Post Office.
- 08.12.2024 - Process payroll warrant.
Process PG & E warrant.
Process Kampschmidt Payroll warrant.
Process Hunt & Sons warrant.
Theron called in sick at 6:56 a.m.
Process burial paperwork for Jose Pureco.
Sent friendly reminders to the following contracts: #2580, #2625 & 2565.
Burial worksheet for Stan Cooper – Sweets (Haley)
Burial worksheet for Jarred Eyslee – Sweets (Emmy) -Scheduled 08.20.24
Trip to Post Office.
Pick up Chris for Gebhart’s Automotive – 2004 F250 Dropped off for check engine light.
Burial Quote for Bernie Ponciano.
- 08.13.2024 - Process warrant for Cintas
Burial Quote for Patrick Duncan.
Reached out to Tri-Counties Bank about Credit Card.
Approve Alma Bautista headstone.
Prepare sales deposit.
Trip to Willows – Department of Finance: Drop off warrants, deposit & burial permits.
Discussed with Chris and Theron work projects at the Masonic and Graves Cemetery.
Met with the Macias Family for services for Eliberto Macias.

- 08.14.2024 - Met with Scott Drobny with Nutrien for weed spray needs of the District. Sent an email to Humberto Medina in regard to establishing a checking account for the use of credit cards.
Called Glenn County's Department of Agriculture – need permit updated.
Met with Doris Cooper at the Graves Cemetery for plot selection for Stan Cooper.
- 08.15.2024 - Orland Cemetery District "Conflict of Interest" review/update.
It was suggested by GSRMA that I reach out to Patricia Eyres Law Group for a review of the District "Return to Work" policy. This meeting is scheduled for 3:00 p.m.
Picked Chris up from Gebhart's Automotive – 2004 F250 – Fuel Tank Issues. Chris has had a "check engine" light on since October 2023 and brought this to the Manager's attention. The check engine code was for fuel issues, the gas cap was replaced, and the code was cleared. In January 2024 Chris stated the "check engine" light came back on, Manager was told another gas cap was installed, light still remained on. No other action was taken.
E-mailed Brian Hughes with BBK Law – He will be sending over a proposal for services. The District has unclaimed graves process, by-law review, conflict of interest. I would suggest that since Bob Hunt retired, the District start to establish a relationship with another attorney.
Reached out to Craig Boschi about updated the Cemetery's Operator permit with the Department of Agriculture.
- 08.16.2024 - Emailed Patricia Eyres the requested leave information and the District's Conflict of Interest Policy for her review.
Spoke with Brian Hughes with BBK Law, he will be preparing a letter of engagement for the District to approve. This is to start the process of reclaiming unused graves.
Met with the Llamas family for pre-needs. Catholic section.
Graveside services for Eurette Pereira – No burial, Tent & Chairs Set-up (Chris)
Weed spraying at the Graves Cemetery – Theron.
Called about Cemetery Credit Card – No progress made for name change.
Process and submit OCD Payroll for PPE 08/17/2024.
Cremation Burial – Eurette Pereira
- 08.19.2024 - Create a "new" pesticide worksheet for spraying.
Sent doctor's note to Patricia Eyers for her review.
Burial Quote for Karen Scribner.

Notice for Ag. Department Pesticide Reports need imputed, last one processed in September 2023. Craig Boschi updated OCD Permit.

- 08.20.2024 - Completed all pesticide use reports from September 2023 – July 2024.
Process burial paperwork for Jared Eyslee.
Process burial payment for Jared Eyslee.
Emailed Kendal at Kampschmidt the GASB 68 Invoice.
Trip to post office.
Burial Worksheet for Robert & Marg Rudolph.
Process Simplot Soil Builders Warrant.
Process Contract Payment for #2930 – Loewen.
Process Contract Payment for 2590 – Irvin.
- 08.21.2024 - Posted on Facebook asking for the community help on the piece of sheet metal.
Met with Barb and Phil Putman at the Graves Cemetery for plot selection.
Trip to Chico for Masonic Building supplies.
Trip to Lori Davis's farm for a match piece of sheet metal for the Masonic Building.
- 08.22.2024 - Met with Bard and Phil Putman at the Graves Cemetery confirmed plot selection.
Processed monthly warrants – Took to Kevin & Dottie for signatures.
- 08.23.2024 - Trip to Willows – Drop of Warrants/Sales Deposit/Burial Permit.
Process Burial Paperwork for Lilly Faye Jaquith.
Grave Sale for Eliberto Macias.
Prepare work order for Headstones: Pack & Rowe (IOOF Cemetery).
Burial quote for Innette Howard.
Updated Burial Quote for Maurice Eakes.
- 08.26.2024 - Reconcile June 2024 Financial Reports.
- 08.27.2024 - Reconcile 2023-2024 Financial Reports.
Emailed Steve Thomas's timesheet – deadline 8:00 a.m. on 08/30/24.
Burial quote for James Williams. – Scheduled 09/06/2024 10:00 a.m.
Update Website.
OCD Budget Workpapers – Signed and returned to DOF.
- 08.28.2024 - Ordered Fuel – Red Dyed Diesel
Reconciled July 2024 Financial Reports.
Updated GSRMA Payroll Frequency – Naomi Whatley
Contact Eagle Security – Update Contact Information.
Created a Job Description for Office Assistant.

Created Job Application and Office Assistant Pre-Test.
Office Assistant – Posted to Glenn County Job Tips, Facebook, Website.

- 08.29.2024 - Prepare Sales Deposit.
Prepare Month End Unearned Revenue Journal Entry.
Cleaning – Office Storage Room.
Met with Shane Fairman – Ossuary and Veteran Monuments cleaning discussion.
Met with Linda Halsey – grave assignments.
- 08.30.2024 - Process and submit OCD Payroll PPE 08/31/2024
Prepare PG & E Warrant.
Application Request – Britton Bassetti.
Trip to Willows – Deposit/Burial Permits/Warrant.
Trip to Post Office/Sweets to pick up Euretta Pereira.
Trip to the Masonic Cemetery.
Burial Quote for Leo Gunther for Sweets – Emmy.