

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

July 9, 2024

I.O.O.F Cemetery

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

The meeting was called to order at 9:06 a.m. by Chair Rick Beale followed by the Pledge of Allegiance.

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

CONSENT CALENDAR:

- A. Approval of June 2024 Monthly Expenditures/Claims:** The district did not receive the June financial statements from Glenn County's Department Finance. Financial statements for both May & June will be scheduled for review and approval at the August 13, 2024, board meeting.

The District has received their "Annual Unfunded Accrued Liability" statement from CalPERS. The Board of Trustees reviewed the savings the District would have by paying this in full versus monthly.

A motion was made by Trustee Dottie Tefelski to approve the warrant to pay in full the District's CalPERS Annual Unfunded Accrued Liability in the amount of \$54,143.00, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

- B. Approval of the June 11, 2024, Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the June 11, 2024, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

INFORMATION ITEMS:

- A. Managers Monthly Report:**

1. Incidents/Safety Report: GSRMA recently performed an "on-site" safety inspection. Staff is waiting for the formal report. This report will be reviewed at the August 13, 2024, Board Meeting.
2. Correspondence: 2024 SGMA Fee – Glenn Groundwater Authority
A brief discussion was held. No action was taken.

INFORMATION ITEMS: (Continued from page 1)

3. Ground Improvement Projects & Maintenance Report:
Monuments placed: (2) 2x4, (0) 2x8, (0) Re-pour, (0) Veteran Plaque placed, (0) headstones placed, (1) Glue on Plaques.
4. Major Purchases: There we no major purchases for the Month of June 2024.
5. Old Business Update: The District Manager will be presenting (3) roof bids for the Masonic Cemetery Building at the August 13, 2024, Board Meeting.

NEW BUSINESS/FUTURE AGENDA ITEMS:

A. Approval Resolution No. 2024-07-09-02 Authorization of Signature on County Claim Forms:

A brief discussion was held. A motion was made by Trustee Kevin Donnelley to approve resolution #2024-07-09-02, Approval of Authorization of Signature on County Claim Forms, seconded by Trustee Dottie Tefelski. The vote was 3-0 in favor, the motion passed unanimously.

B. Approval Resolution No. 2024-07-09-03 Payroll Authorization:

A brief discussion was held. A motion was made by Trustee Kevin Donnelley to approve resolution #2024-07-09-03, Approval of Payroll Authorization, seconded by Trustee Dottie Tefelski. The vote was 3-0 in favor, the motion passed unanimously.

C. Request from Fairman Memorials: Emailed dated 06.13.2024:

Fairman Memorials submitted a request to the Orland Cemetery District to place an advertisement banner for Monument/Headstone Restoration. A discussion was held, and the Board of Trustees felt that signs for business advertising is not appropriate in a cemetery setting. Businesses are allowed to give the District Office business cards for distribution. This request was denied.

D. PCA Annual Meeting – August 1-2,2024 – Grass Valley:

The Annual Meeting schedule and topics were discussed. Office Manager Staci Buttermore will be attending this meeting.

E. CAPC – Annual Education Seminar – Friday, October 11, 2024:

Office Manager Staci Buttermore reported that this seminar has many sessions that are for board members and trustees. Office Manager Staci Buttermore will forward the seminar schedule to the Trustees. Trustees that are interested in attending need to let the District office know and Staci will handle their registration and travel accommodations.

OLD BUSINESS:

A. Approval Resolution No. 2024-07-09-01 Adopting 2024/2025 Budget:

Chairman Rick Beale stated that the proposed budget reflects our District's commitment to maintain a strong financial foundation. The proposed budget aligns with our strategic objective and values. Office Manager Staci Buttermore reported that all reporting requirements for the budget have been completed. A motion was made by Trustee Kevin Donnelley to approve Resolution #2024-07-09-01 Approval of Final Budget F/Y 2024-2025, seconded by Trustee Dottie Tefelski. The vote was 3-0 in favor, the motion passed unanimously.

The Orland Cemetery District will be the coordinator for the 2025 Memorial Day Program. Trustee Dottie Tefelski and Office Manager Staci Buttermore will be the key organizers for the 2025 program.

B. Discussion Orland Cemetery District 06/30/2022 Audit Update/Discussion:

Office Manager Staci Buttermore stated that she has been contacted by Kalah Horton and the audit will be available for review at the District's August 13, 2024, board meeting.

C. Ossuary Beautification Project Update/Discussion:

District Manager Steve Thomas stated that the current heat wave has caused damage to several of the new plantings. He suggested that the replacement plants in the fall. The Ossuary "Bible" wording has been repainted and Fairman Memorials is researching the colors to use for the rest of the monument.

CLOSE SESSION:

Chair Rick Beale adjourned the regular meeting at 10:38 a.m. and the Trustees entered into the close session.

A. Employee action (Employee Evaluations – District Manager & Office Manager).

RETURN TO OPEN SESSION:

A. Employee action resolution.

Chair Rick Beale called the meeting back into regular session at 11:18 a.m. Chair Rick Beale reported that employee evaluations were reviewed, and the Trustees are requesting that the District Manager and Office Manager submit their job descriptions to the Trustees by Monday, July 15, 2024. Staff was directed to schedule a "Special Meeting" for Tuesday, July 16, 2024. No further action was taken.

TRUSTEE DISCUSSION AND COMMENTS:

There were no Trustee comments.

OFFICE MANAGER REPORT:

A. Office Manager's Monthly Report:

Was included in the agenda packet and the Trustee's had no additional questions.

B. Sales, Burials and Deposits June 2024:

(1) Full Burials (1) Disinterment and (3) Cremation Burials. (1) Glue On's, (0) Niche, (2) Grave with Pre-Needs, (0) New Contract #, (0) Grave Sales, (1) Gazebo Rental and (7) Contract payments.

ADJOURNMENT:

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

Respectfully submitted by:



Staci K. Buttermore, Board Secretary

Approved:

July 16, 2024