



ORLAND CEMETERY DISTRICT

P.O. Box 424

Orland, Ca. 95963

Phone: 530-865-3880

Fax: 530-865-8831

E-mail: orlandcemdist@gmail.com

OCTOBER 2024

Orland Cemetery District's
Manager's Monthly Report

- 10.01.2024 – Emailed Job applications to: Cody Shriver, Jade Springs and Richard Angulo.
Emailed COBRA paperwork to Steve Thomas.
Completed reconciliation of August 2024 Financial Reports.
Attend PCA Zoom meeting 9:00 – 10:30 a.m.
Headstone approval: Sharp & Halsey.
Liners/Child Liners delivered.
- 10.02.2024 - Emailed GSRMA Conference Registration forms to Dottie/Kevin.
Complete PCA meeting notes, emailed to Cindy Summers.
Complete October 8, 2024, OCD Board Meeting agenda.
Called U.S. Bank – CalCard – Update/Remove Steve Thomas.
- 10.03.2024 - Emailed to GSRMA Dottie Tefelski's, Theron Martin & Kevin Donnelley's
Registration forms.
Burial Quote for Cheryl Hancock – Sweets/Emmy.
Post Orland Cemetery District Board Meeting Agenda – 10/08/2024.
Burial worksheet for Donald Tanner – Hall Brothers/Family.
Burial worksheet for Louise Lash – Family
Burial Quote for Sandra Hall – Family
Update Orland Cemetery District – Website.
- 10.04.2024 - Process Payroll Warrant for PPE 09.28.2024
Update the District's price list to include infant liner.
Edit Burial Worksheet.
Update Website.
Schedule Donald Tanner Burial – October 9, 2024 – Masonic
Approved (2) James Williams Military Plaque with Cindy at the County
934-6524.
- 10.07.2024 - Process PG & E Warrant.
Re-write of OCD Rules & Regulations.
Process GSRMA Warrant.
Burial Quote for Joe & Alice Broussard.

Burial Quote for Marilyn Alarid.
Met with Ken Gilmore – Headstone Placement.

- 10.08.2024 - Attend OCD Board Meeting.
Left at 11:00 a.m. Dental Appointment – Tooth removal.
- 10.09.2024 - Email signed MOU to GSRMA.
Update Plot Authorization Form for Marilyn Alarid.
Called Margarita Huizar to let her know that her baby's headstone has been placed.
Met with Janene Rehse at the Graves Cemetery – Pre-need & Grave Sale.
Find a Grave Request – Kathy Shaner
Find a Grave Request – Ladawn Henderson
Left at 11:00 a.m. worked from home – Dental recovery.
- 10.10.2024 - Process October Monthly Warrants/Taken to Glenn County DOF.
Thomas and Donna Holt Contract Set Up #2970 – Emailed to Tom Holt.
Process Burial paperwork for Donald Tanner.
- 10.11.2024 - Process Burial Payment for Elvita Hamilton
Process Contract Payment #2960 – Fariss & Lori Eyslee
Process Pre Need Payment for Janene Rehse.
Process Burial Payment for Doreen McGrew.
Process Glue On Fee – David/Trisha Parker.
Update Website with September 10, 2024 Board Meeting Minutes.
Process Payroll PPE 10/12/2024.
- 10.14.2024 - Meeting with Haley from Sweets Mortuary.
Begin October 8, 2024 Board Meeting Minutes.
Prepare for Groundskeeper Interviews.
Set Up New Credit Card for District – Remove Steve, Order new card.
Print Chris and Theron's GSRMA Conference Tickets.
Burial Quote for Debora Betenbender – Non Resident.
- 10.15.2024 - Groundskeeper Interviews – 9:00 – 12:30 p.m.
- 10.16.2024 - New Hire Paperwork for Bryan Enos.
Process Pre-Need Payment for Alice & Joseph Broussard (Catholic G 2&3, L-101, S-10).
Process Contract Payment #2590 for John & Marilyn Irvin.
Process Contract Payment #2800 Una Walker Snow.
Process Contract Payment #2930 Caroline & Roger Loewen.

- 10.17.2024 - Burial Quote for Debbie Boyles.
Sales Deposit taken to the Department of Finance.
Burial Permits dropped off at the County office.
Emailed Health Insurance paperwork to GSRMA for Bryan Enos.
Registered Bryan for GSRMA Conference.
- 10.18.2024 - Burial Quotes for Bruce and Gail Thomson.
Process OCD Payroll for PPE 10.26.2024.
Emailed new hire paperwork to Kampschmidt for Bryan Enos.
Burial Quote for Gary & Christine Pence.
Plot research for Carmen Llamas.
- 10.21.2024 - VACATION
Chris called with FileMaker program problems.
Checked email.
Reviewed burial quote for Pasquala Martinez.
- 10.22.2024 - VACATION
Checked email.
Checked in with Chris.
- 10.23.2024 - VACATION
Checked email.
Checked in with Chris.
- 10.24.2024 – VACATION
Checked email.
Checked in with Chris.
- 10.25.2024 - VACATION
Checked email.
Updated website.
Burial quote for Rosina Romero.
- 10.26.2024 - VACATION
Chris called, - Cremation burial of Bertha Ruiz. Ken had concerns with
how the burial container was being positioned.
Called and spoke to Haley in regard to Ken's concerns.
- 10.28.2024 - SCHEDULED VACATION – Worked.
Burial Quote for Rosina Romero – Reviewed/Updated.
Burial Quote for Coy Yancy.

- 10.29.2024 - Repair FileMaker program.
Process burial payment for Virginia Talbot.
Process Contract Payment #2950 for Martha & Alberto Morua
Process Monument Payment for Jason Smith (IOOF G-3, L-7, S-6)
Process Overtime Payment for Betha Ruiz (Catholic G-3, L-92, S-10)
Process Contract Payment #2970 for Thomas & Donna Holt.
Process Burial Payment for Louise Lash (IOOF G-5, L-128, S-6)
Process Burial Payment for Virginia Talbot (IOOF G-4, L-93, S-6)**
- 10.30.2024 - Burial Quote for Carrie Cauble. – Family (Phyllis Cauble)
Burial Quote for Gerado Fuentes – Sweets (Angie)
Reconcile September 2024 District Financial Reports.
Prepare PG & E #2 – Warrant
Reconcile Un-earned Revenue for 2023-2024 spreadsheet.**
- 10.31.2024 - Sent email to Katherine Smith at Rolling Hills Casino regarding Clay
Shooting for the PCA conference that is being held in June 2025.
Distribute payroll stubs to employees.
Email to P. Eyres – HR question.
Orland Cemetery District Rules & Regulations review/edit.
Took Sales Deposit, Burial Permits, Un-Earned Revenue Journal Entry and
PG & E #2 warrant to the Department of Finance.**