



ORLAND CEMETERY DISTRICT

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NOVEMBER 2024

Orland Cemetery District's
Manager's Monthly Report

- 11.01.2024 – Emailed Plot Authorization Form to Donna Marshall for Diane Logan.
PCA Board Meeting 9:00 a.m. -10:00 a.m.
Employee Review.
Polyguard order placed: 10-Liners and 5-Vaults.
Crowne Vault order placed: 9 Smalls, 12 Singles, and 4 Doubles.
Brief meeting with Cintas Rep, regarding an AED.
Monthly Warrants, OCD Trustees.
- 11.02.2024 - Day of the Dead – Set up and take down.
- 11.04.2024 - Customer Refund Warrant for – Toni Erickson.
Monthly Warrants: CAPC, Orland Postmaster, Orland Hardware, Cintas,
Crowne Vault, Chico Sprinkler, Hunt & Sons and U.S. Bank.
Burial Quote for Maria Rubio/Marcy Torres.
Finish October 8, 2024 Board Meeting Minutes.
CAPC Annual Conference Registration.
- 11.05.2024 - Chris & Theron Sick.
Burial worksheet for Romelia Llamas.
Warrant for Polyguard.
Warrant for GSRMA – Health Insurance.
Process Burial Payment for Coy Yancy.
Process Burial Payment for Justin Faver.
Process Contract Payment – #2940 – Sandy Cuevas-Rivera
Process Burial Payment for Blasa Bustos.
Process Burial Paperwork for Dolores Leonard.
Process Burial Paperwork for Amalie Garlinger.
Update Website.
Meeting with Olivia Robertson with CSDA - 2:30 p.m.
- 11.06.2024 - Warrant for CalNet.
OCD Rules & Regulations revision.
OCD Employee Summary of Benefits revision.

- 11.07.2024 - Anti Harassment Training for Supervisors and Managers CA (SB1343/AB1825).
November 12, 2024 – Board Meeting Agenda.
OCD Rules & Regulations – Completed.
OCD Employee Summary of Benefits – Completed.
Update OCD Website.

- 11.08.2024 - Capay School Veteran’s Program.
Process OCD Payroll PPE 11.09.2024.

- 11.09.2024 - Office Alarm – Checked office, shop and green barn. No indication of a break in.

- 11.11.2024 - Veteran’s Day – Office Closed.

- 11.12.2024 - Orland Cemetery District Board Meeting.
Burial Quote for William and Cathyanne Cleland.
Approve Monument for Anaya – Through Fairman Memorials.
Process Burial payment for Romelia Llamas.

- 11.13.2024 - Process November Warrants.
Took Warrants to Department of Finance.
Complete & Submit Public Cemeteries Annual Survey.

- 11.14.2024 - Updated Contact Letter to the Glenn County Sheriff’s Office.
Distribute Payroll to employees.
Process payroll warrant.
PG & E Warrant to Department of Finance.
Post Wreath’s Across America on Facebook for Wreath Donations.
Ossuary planning for improvements (tree placement, plaques, cross)
Monument quote for Maria Castillo.
Prepare and submit the GSRMA – Loss Prevention Subsidy Fund Application.

- 11.15.2024 - Step up annual review with GSRMA – Steve Woods, Dec 5th at 9:00 a.m.
Draft - November 12, 2024 Board Meeting Minutes.
Submit (10) Veterans’ markers paperwork to Brandon Thompson County of Glenn.
Sign Acknowledgement of BBK Form 700.
Burial Quote for Isabell Robles – Meeting with Family Monday, Nov. 18.
Scheduled meeting with William and Cathyanne Cleland.

- 11.18.2024 - Reconcile October 2024 Financial Reports
Burial Worksheet/Schedule for Isabell Robles.
Update Website – Services
Process Burial payment for Carrie Sisco.
Process Monument payment – Linda Halsey (2x4)
Monument inquiry Donna Marshall – Doreen McGrew.
Monument inquiry Elvita Linhom – Cherly Jones.
- 11.19.2024 - Register Chris for Galt-Arno Training Day – December 6, 2024.
Reach out to Polyguard for invoice for Liners/Vaults.
Update District Website (Holidays & Meetings).
Update/Edit District Rules & Regulations – 2024.
Received confirmation from GSRMA that the Loss Prevention Subsidy Fund Application submitted as been approved for \$1,000.00 for CAPC Conference in March 2025.
Process Payroll for PPE 11/23/2024. – Needed Early for Kampschmidt.
Burial Quote for Fred & Beverly Kronsbein.
Create Liability Waiver & Release Agreement for Vendors.
Create an Inclement Weather and Emergency Closing Policy for District.
10 – Liners and 5- Vaults delivered.
- 11.20.2024 - Process St. Dominic Parish Gazebo Payment.
Process Una Walker Contract Payment #2800.
Process Fariss Eyslee Contract Payment #2960.
Assign Target Solutions for Trustee's/Employee's Ethic/Sexual Harassment Training.
Maintenance Crew – Went home at 10:00 a.m. to complete Target Solutions Training. (Raining)
Process Sales Deposit – 11.22.2024.
- 11.21.2024 - 2025 District Price Sheets – Resident & Non-Resident.
Employee Evaluation – B. Enos.
Process Burial Payment for Rosina Romero.
Full Burial – Rosina Romero – Weather – Rain - Grave cave in.
Process Sales Deposit – 11.22.2024-2.
Notified Mortuary that if the weather conditions do not improve, full burials will have to be scheduled at a later date, due to cave ins and unsafe conditions.
- 11.22.2024 - PG & E #2 Warrant.
Prepare November 2024 Unearned Revenue Journal Entry.
Delivery of Carolyn Mudd Torrence Headstone – Monument Paid.
Update Website – Schedule services & Holiday schedule.

Took Sales Deposit, Burial Permits, PG & E and Unearned Revenue to
DOF.

11.25.2024 - Vacation – (1) Checked Email.

11.26.2024 - Vacation

11.27.2024 - Vacation

11.28.2024 - Thanksgiving Holiday

11.29.2024 - Thanksgiving Holiday – Day After.