

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

January 10, 2023

9:00 A.M.

I.O.O.F Cemetery

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

Meeting was called to order at 8:58 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 attended via phone.

Trustee Dottie Tefelski, was absent. This absence was excused. There were no Public members present.

Consent Calendar:

- A. Approval of the December 13, 2022, Board Meeting Minutes:** Trustee Kevin Donnelley made a motion to approve the December 13, 2022, Board Meeting Minutes as presented; Chairperson Rick Beale seconded motion. Manager Steve Thomas, and Administrative Assistant Staci Buttermore.
- B. Approval of December 2022 Monthly Expenditures/Claims:** Trustee Kevin Donnelley made a motion to approve the December 2022 Monthly Expenditures/Claims Financial Report as presented, Chairperson 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: Updated the Trustee's on the Worker's Compensation Accident that occurred on October 20, 2022; nothing to report. Manager Steve Thomas reported that storm damage was minimal.
3. Correspondence: Glenn County Board of Supervisor's sent a letter in regard to the burial of 24 unclaimed cremains. The Trustee's will review this letter and propose a cost estimate for these burials at their next meeting.
4. Grounds & Maintenance Report: Old Hustler Mowers were auctioned, and the District has received the proceeds.

Board Discussion and Possible Action Items:

- A. Barceloux-Tibessart Foundation 2023 Grant Planning:** Tabled until February 2023.

New Business/Future Agenda Items:

- A. Adoption of Resolution 2023-01-10:** A resolution authorizing the deposit of the proceeds from the auction of the (2) discontinued Hustler Mowers by BidCal.com. Trust Kevin Donnelley made a motion to approve Resolution 2023-01-10, Chairperson Rick Beale seconded the motion. A vote was held, and motion **PASSED unanimously**.
- B. Purchase of DEWALT Battery Power Tools:** Manager Steve Thomas reported that he is acquiring costs to update the District's tools to battery operated. The costs of the tools will be paid for from some of the proceeds of the sale of the Hustler Mowers.
- C. Golden State Risk Management Authority: Rick Management Accreditation Program.** Administrative Assistant Staci Buttermore met with GSRMA Cyber Risk Management to review the Orland Cemetery District Cyber Risk Survey. It was recommended that the District have at least (3) individual backups, with at least one back stored off site. They stated that the District's Cyber Risk is minimal. Staff will be purchasing (3) additional backups.
- D. Barceloux-Tibessart Foundation 2022 Grant Utilization Report:** Tabled until February 2023.
- E. Orland Cemetery District November Office Closures:**
Manager Steve Thomas reported that the Orland Cemetery District Office will be closed on the days listed below. This information was also posted to the Orland Cemetery District website.
- January 16, 2023 – Monday, January 16, 2023 – Martin Luther King Day.

Old Business:

- A. Graves Cemetery Well Building Update:**
Manager Steve Thomas reported that construction is postponed until better weather conditions exist.
- B. Wreath's Across America – Planning:**
Tabled until February 2023.
- C. Veteran's Memorial Marker Dedication:**
The medallions should be arriving sometime in January 2023.
- D. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:** Staff stated that they are ready, and just waiting on HMS-CPA's (Kalah Horton).

Close session:

- A. None scheduled.**

Return to open session:

- A. None scheduled.**

Trustee Discussion and Comments:

A. Trustee Kevin Donnelley thanked the Board for his letter of recommendation.

Staff Reports:

A. Public Cemetery Alliance:

Administrative Assistant Staci Buttermore reported that her next meeting is scheduled for January 11, 2023. It will be a Zoom meeting.

B. PCA Regional Training, Madera, CA: February 8, 2023.

Adjournment:

Chairperson Rick Beale adjourned the meeting at 9:29 a.m.

Respectfully submitted by: _____
Steve Thomas, Manager

Approved by the Board of Trustees on: February 14, 2023