

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

June 13, 2023

9:00 A.M.

I.O.O.F Cemetery

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

The meeting was called to order at 9:05 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

**Members Roll Call:** Members present, Chairperson Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Administrative Assistant Staci Buttermore.

There were no Public members present.

### Information Items:

#### **A. Managers Monthly Report:**

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** May 2023: 5 Full Burials and 2 Cremation Burial.
2. **Incidents/Safety Report:** Grave collapse in Section 1 at the IOOF Cemetery.
3. **Correspondence:** None received.
4. **Grounds & Maintenance Report:** A new lowering device was received and assembled. The new building at the Graves Cemetery has been installed. The mule Kawasaki is having mechanical issues and scheduled for repairs. A Kubota RTV-X900 has become available for purchase, prior board approval was given for this purchase at the May 10, 2022, Board Meeting, the purchase was delayed due to Covid and supply chain issues. Staff plans on completing the purchase before June 23, 2023. Staff placed flags on May 24 for Memorial Day on all known Veterans graves.

### New Business/Future Agenda Items:

- A. **Review Preliminary Budget for 2023/2024:** Staff prepared a comprehensive budget that outlined a strategic financial plan for the Orland Cemetery District. The proposed budget aims to ensure the effective allocation and management of resources, enabling the District to achieve its goals and objectives while maintaining fiscal responsibility. Staff presented and reviewed proposed increases and decreases to the Orland Cemetery District preliminary budget for 2023/2024. Staff explained that due to the cost of inflation many of the Service & Supplies line items needed to be increased. The proposed budget increased by 3.83% from the 2022-2023 budget.

**New Business/Future Agenda Items:** (Continued)

**A. Review Preliminary Budget for 2023/2024:**

Trustees reviewed each line item and made conservative adjustments to reflect price increases due to inflation. A minor adjustment was made to Line Item 01010 Salaries and Wages, line item 03170 Maint-Equipment was increased to reflect repairs that are needed for cemetery equipment. Staff also presented the cost for additional full-time employee benefits for Dental, Vision, AD & D, and life insurance. Due to staff changes the increase for these coverages would not increase line item 01040 Group Health Insurance. A motion was made by Trustee Kevin Donnelley to accept the Orland Cemetery District Preliminary Budget for 2023/2024 Fiscal Year with the proposed changes/adjustments, seconded by Trustee Dottie Tefelski. The vote was 3-0 in favor, the motion passed unanimously.

**Old Business:**

**A. Graves Cemetery Well/Building Update:** Manager Steve Thomas reported that Lely has completed the well repairs and installed the electrical panel on the new building. Staff will be repairing the irrigation system and working on getting the grass re-established and weed control. Steve reported that this project was completed below the projected budget.

**B. Memorial Day: Review/Discussion for 2024 Program:** Staff reported that they had received several phone calls asking if there was going to be a Memorial Day program for the Veterans that are interred within the Orland Cemetery District. Trustee Dottie Tefelski stated that she has a contact that would be interested in doing a ceremony for 2024. Staff were directed to help plan a Ceremony for Memorial Day 2024.

**C. Orland Cemetery District Indigent Burial Policy:** Chairman Rick Beale informed the Trustee's and staff that he had received a phone call from past Supervisor Keith Corum in regard to the District Indigent Burial Policy. The Trustees felt that the Orland Cemetery District's Indigent Burial Policy that was approved on May 9, 2023, meets the needs of the District and our community. The Trustee's and Staff all agreed that the current indigents in custody with Glenn County deserve to be laid to rest in a timely manner in accordance with California Health and Safety Codes.

**D. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:** Staff reported that the 06/30/2021 audit is currently being finalized. Staff reported that the exit interview went well and did not anticipate any violations. The 06/30/2022 audit is estimated to begin in August.

**Consent Calendar:**

**A. Approval of the May 09, 2023, Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the May 09, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was held, and the motion **PASSED unanimously**.

**B. Approval of April 2023 Monthly Expenditures/Claims:** Trustee Kevin Donnelley made a motion to approve the April 2023, Monthly Expenditures/Claims as presented, Trustee Dottie Tefelski seconded motion. A vote was held, and the motion **PASSED unanimously**.

**Close session:** Meeting was adjourned into closed session at 10:32 A.M.:

**A. Employee action resolution: (Employee Evaluations).**

**Return to open session:** Chairman Rick Beale returned the meeting to open session at 11:35 A.M.

**A. Employee action resolution:**

The Board of Trustee's unanimously approved a \$1.50 pay increase for Manager, Steve Thomas, and a \$2.50 pay increase for Administrative Assistant Staci Buttermore. The pay increases will go into effect July 2023. Trustees complimented both Steve and Staci for their diligence in their work performance.

**Trustee Discussion and Comments:**

None for this meeting.

**Staff Reports:**

None for this meeting.

**Adjournment:**

Chairperson Rick Beale adjourned the meeting at 11:43 a.m.

Respectfully submitted by:



Steve Thomas, Manager

Approved by the Board of Trustees on: July 11, 2023