

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

October 8, 2024

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 Chair Rick Beale followed by the Pledge of Allegiance.

**Members Roll Call:** Members present, Chair Rick Beale, Trustee Dottie Tefelski, Trustee Kevin Donnelley, Interim District Manager Staci Buttermore and Grounds Foreman Chris Ollenberger. There were no members of the public present.

### Consent Calendar:

A. Approval of August 2024 Monthly Expenditures/Claims:

B. Approval of September 10, 2024, Special Board Meeting Minutes:

Trustee Kevin Donnelley made a motion to approve consent calendar items A & B as presented, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.

### Information Items:

#### A. Manager's Monthly Report: (September)

1. Incidents/Safety Report: Incidents/Safety Report: September 24<sup>th</sup> Safety Meeting – CPR/First Aid
2. Correspondence: None.
3. Monuments/Headstones: (4) 2x4 - (1) 2x8 - (1) Glue on
4. Sales, Burials and Deposits July/August: (3) Full Burials (0) Disinterment and (3) Cremation Burials. (2) Glue On's, (0) Niche, (1) Grave with Pre-Needs, (3) New Contract #, (1) Grave Sales, (0) Pre-Needs Sale, (0) Gazebo Rental and (4) Contract payments.

#### B. Grounds Foreman Report (September 2024)

1. Grounds & Maintenance Report:
  - a. Removal of Maple Tree – IOOF Cemetery. It was reported by Grounds Foreman that (2) maple trees need removed, the trees are dying. This will be a winter project.
  - b. Replacement of Backhoe: Grounds Foreman reviewed with the Trustee's the options for repairs and costs. Chris will continue to get repair bids.
  - c. Ossuary Beautification Project Update: Trustee's were given a tour of the Ossuary. The installation of the plaques, sealing of the wall and sprinkler relocation are the final items to be completed.

- d. Masonic Fence Project – Discussion. Manager and Grounds Foreman are still working on a bid package.
- e. Masonic ADA Restroom – Chaney and Miller Construction will be providing a bid for this repair project.

**New Business/Future Agenda Items:**

- A. Orland Cemetery District 06/30/2022 Audit:** Review by Kalah Horton from Horton McNulty and Saeteurn, LLP reviewed by phone the results of the Orland Cemetery District 06/30/2022 audit. There were no finds or items of concern. Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District 06/30/2022 as presented, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.
  
- B. Orland Cemetery District – Groundskeeper Position:** Interim District Manager Staci Buttermore reported that interviews have been scheduled for Tuesday, October 15, 2024, beginning at 9:15 a.m.
  
- C. GSRMA – Approval of Memorandum of Understanding:** The Trustee’s reviewed the proposed Memorandum of Understanding with Golden State Risk Management Authority. Trustee Kevin Donnelley made a motion to approve and sign the GSRMA Memorandum of Understanding, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, motion **PASSED Unanimously**.
  
- D. Orland Cemetery District – Rules & Regulations – Review (No action):** A brief discussion was held; staff is currently working on updating the District’s Rules & Regulations. No actions was taken.

**Old Business:**

- A. GSRMA 18<sup>th</sup> Annual Conference 2024 – Rolling Hills Casino:** Maintenance staff and Trustees are all registered for this event that will be held October 24 & 25, 2024.
  
- B. Wreaths Across America – Planning for December 14, 2024:** Trustee Dottie Tefelski will be sent out donation letters to past donors.

**Close session:**

- A. None scheduled.

**Return to open session:**

- A. None scheduled.

**Trustee Discussion and Comments:**

There were no additional discussions or comments.

**Adjournment:**

Chair Rick Beale adjourned the meeting at 11:15 a.m.

Respectfully submitted by: \_\_\_\_\_

Staci K. Buttermore, Board Secretary