

# ORLAND CEMETERY DISTRICT

## Board of Trustees Meeting Minutes

April 11, 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 9:14 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:** March 2023: 5 Full Burials and 5 Cremation Burials.
2. **Incidents/Safety Report:** None Reported
3. **Correspondence:** None received.
4. **Grounds & Maintenance Report:** Glued on the medallions from the Barceloux-Tibisart Foundation at each flagpole. Removed stump next to fuel cage.

### New Business/Future Agenda Items:

- A. **Preliminary 2023/2024 Budget Discussion:** Staff is starting to compile items for the 2023/2024 budget. Staff is preparing a preliminary budget to be presented at the May 9, 2023, Board Meeting.
- B. **New Equipment Purchase (backhoe) and Disposition of John Deere Tractor:** Manager Steve Thomas informed the board that a used JCB 3CX backhoe maybe coming into N & S Tractor in Willows. This is the model that he has been researching, and estimated cost is between \$50,000.00 - \$60,000.00. Manager Thomas also stated that the John Deere Tractor at the Masonic Cemetery is no longer being used and he recommends that it be liquidated. Trustee Kevin Donnelley made a motion to approve the liquidation of the John Deere Tractor at the Masonic Cemetery, and it is to be sold through BidCal in Chico, CA; Trustee

Dottie Tefelski seconded motion. A vote was held, and the motion **PASSED** unanimously.

- C. Memorial Day Planning: May 29, 2023:** Trustee Kevin Donnelley stated that Bart Caster or John McDermott may be interested in doing a Memorial Day Ceremony. Trustee Dottie Tefelski will contact each of them to see if they are interested in doing the Ceremony.

**Old Business:**

- A. Graves Cemetery Well Building Update:**  
Manager Steve Thomas reported that Lely's has plans to start the project on April 12, 2023.
- B. Glenn County Indigent Burial Program – Discussion Regarding Policy Development:**  
Staff reported that they are still in the process of writing this policy. No action is needed at this time. This item was tabled.
- C. Barceloux-Tibessart Foundation 2023 Grant Planning:**  
Trustee Dottie Tefelski presented the following ideas for this year's grant application: Rose bushes for Flagpole Monument, monuments for Veterans that have temporary markers, garden wagons for Wreaths Across America. The final grant application will be reviewed at the May 9, 2023, board meeting.
- D. Golden State Risk Management Authority – Risk Management Accreditation Program:**  
Administrative Assistant Staci Buttermore informed the Trustee's that the completed application for the GSRMA Risk Management Accreditation Program has been submitted along with the additional information that was requested from Steve Wood.
- E. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:**  
Administrative Assistant Staci Buttermore stated that all the documents that were needed for the Audit have been provided to HMS-CPA's - Kalah Horton. CPA Kalah Horton reported that it is their goal to have the 2020-2021 and 2021-2022 audit completed by June 30, 2023.

**Consent Calendar:**

**A. Approval of the March 14, 2023, Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the March 14, 2023, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded motion. A vote was held, and the motion **PASSED unanimously**.

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

**Close session:**

A. None scheduled for this meeting.

**Return to open session:**

A. None schedule for this meeting.

**Trustee Discussion and Comments:**

Trustee Rick Beale suggested that the asphalt slurry sealing be added to the list of projects that need completed.

**Staff Reports:**

Administrative Assistant Staci Buttermore reported that she met with a couple at Prestige Living in Chico for their pre-needs. She stated that they were extremely appreciative since they are unable to travel. This is an additional service the Orland Cemetery District can provide to our community on a by need basis. Staci stated that she enjoyed this opportunity to help this couple.

**Adjournment:**

Chairperson Rick Beale adjourned the meeting at 10:15 a.m.

Respectfully submitted by:



Steve Thomas, Manager

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