

# ORLAND CEMETERY DISTRICT

May 9, 2023

9:00 A.M.

I.O.O.F Cemetery

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

## AGENDA

*This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of a least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.*

**A. Call to order:**

**B. Pledge of Allegiance:**

**C. Roll call:**

**D. Public comment on any agenda item – Open or Closed:**

*The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.*

**E. Information Items:**

**A. Managers Monthly Report:**

1. Sales, Burials, Safety Report, Major Purchases:
2. Incidents/Safety Report:
3. Correspondence:
4. Grounds & Maintenance Report:
5. Old Business Updates:

**F. New Business/Future Agenda Items:**

- A. Preliminary 2023/2024 Budget Discussion.
- B. Resolution of Disposition of John Deere Tractor (Resolution No. 2023-05-09):
- C. Approval of Orland Cemetery District Motor Vehicle Policy:

**G. Old Business:**

- A. Graves Cemetery Well/Building Update:
- B. Approval/Edit of Indigent Burial Policy:
- C. Memorial Day Planning: May 29, 2023.
- D. Barceloux-Tibessart Foundation 2023 Grant Application Approval:
- E. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:

**H. Consent Calendar:**

- A. Approval of the April 11, 2023, Board Meeting Minutes:
- B. Approval of March 2023 Monthly Expenditures/Claims:

**I. Close session:**

- A. None scheduled.

**J. Return to open session:**

- A. None scheduled.

**K. Trustee Discussion and Comments:**

**L. Staff Reports:**

**M. Adjournment:**

This Agenda was posted this 2<sup>nd</sup> day of May 2023 by Staci K. Buttermore, Administrative Assistant.

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# **Manager's Report 2023**

Burials for the Month of April are enclosed with packet

Monument Settings

(0)2X2 (2)2X4 (4) 2X8 (2) Glue on Plaque

**4/4** Trustees meeting.

**4/21** Ordered more crowne Cremation burial containers.

**4/24** IOOF 1-4 and The Old Catholic Cemetery stone rows were sprayed.

**4/25** Contacted Wim Lely the well has been blown out and inspected, he will proceed with new liner and drop the new pump in by end of next week.

**4/26** The rest of IOOF and the New Catholic stone rows were sprayed. New Lowering device was ordered from Asco Pacific as per Shay Clay Requested, our old one is worn out and going to fail.



**ORLAND CEMETERY DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION NO. 2023-05-09**

\*\*\*\*\*

**A RESOLUTION AUTHORIZING LIQUIDAION OF JOHN DEERE 650 TRACTOR WITH LOADER**

**WHEREAS**, the Board of Trustees of the Orland Cemetery District purchased on October 1, 1985 from Glenn Tractor Co. in Willows, CA a John Deere 650 Tractor (Vin # CH065050155530) in the amount of \$8,400.00,

**WHEREAS**, this (1) John Deere Tractor is no longer being used by the Orland Cemetery District,

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Orland Cemetery District hereby authorizes the liquidation of said John Deere 650 Tractor with Loader (listed above) through Bidcal, Inc 27 Freight Ln, Suite A, Chico, CA 95973. The auction and bidding starts on June 17<sup>th</sup>, 2023 and closes Wednesday, June 21<sup>st</sup>, 2023 at 1:00 p.m. Persons interested in bidding for this John Deere Tractor may do so through BidCal.com.

**THIS RESOLUTION** was passed and adopted by the Board of Trustees of the Orland Cemetery District at a regular meeting thereof held on **May 9, 2023** by the following vote:

AYES:

NOES:

ASENT OR ABSTAIN:

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Rick Beale, Chairperson  
Orland Cemetery District  
Board of Trustee

ATTEST:

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Steve Thomas  
Orland Cemetery District  
Manager

DEC. JAN.  
1985-86

Inventory #2687

JOHN Deere

1 650 MFWD Tractor w/67 Loader  
Turf Tires

\$8,400.00

Vendor: Glenn Tractor Co.  
Willows, CA 95988

Claim #35680 . 605-0000-7523  
Ck #52878

## MAINTENANCE OF CEMETERY GROUNDS YEAR-ROUND GUIDELINES:

- Inspect cemeteries regularly and remove litter as soon as possible.
- Store equipment and building material away from public areas.
- Inspect driveways and parking lots to ensure there are no potholes, loose gravel, broken pavement, depressions, or cracks – all of which present trip and fall hazards.
- Inspect fences or boundary markers annually to ensure that they are secure and that they do not pose a safety hazard.
- Install fences and/or barriers to prevent access to drainage ditches, steep slopes, or uneven terrain. Use clearly visible warning signs if fencing is impractical.
- Inspect outdoor stairs and railings on a regular basis. Make sure that handrails are securely fixed and that steps are level and intact.
- Coat stairs with a non-slip finish.
- Provide adequate lighting during evening/night hours.

## DISTRICT VEHICLE POLICY:

*The company provides vehicles for business use to allow employees to drive on company-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The company retains the right to amend or terminate this policy at any time. (The term "vehicle," as used in these guidelines, includes, but is not limited to, cars, trucks, backhoes, front-end loaders, mowers, utility vehicles.)*

## VEHICLE SAFETY OPERATION

- A. All California Vehicle Codes shall be strictly adhered to.
- B. Drivers operating District vehicles must have a valid California Driver's License in their possession.
- C. *Employees may not drive any business vehicles without prior approval of their supervisor. Prior to approving a driver and periodically thereafter, supervisors must check the employee's driving record. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.*
- D. *Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.*
- E. *Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.*
- F. *Non-employees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in company vehicles.*

- G. *Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary, as determined by their personal insurance agent.*
- H. *Employees must report any accident, theft or malicious damage involving a company vehicle to their supervisor and the Personnel Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.*
- I. *Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.*
- J. Operator of District vehicles and other motorized equipment shall be held responsible for the condition of the vehicle or equipment. Before operating the vehicle, conduct a routine check to ensure that it is in proper operating condition.
- K. Report immediately any deficiencies observed or suspected in the vehicle to your Supervisor.
- L. Seat belts shall be fastened before the vehicle is set in motion.
- M. Extra caution shall be exercised when backing. If rear vision is obstructed, take time to walk around the vehicle or have someone guide you back.
- N. No one shall be allowed to ride in the bed of a pickup truck. Adequate seating for each person must be provided.

All vehicles shall be safely parked with handbrakes secured and doors locked when left unattended.

### **NEW DRIVER ORIENTATION**

Within the first 30 days of employment, a new driver may receive the following:

1. Safe vehicle operating skills training.
2. Vehicle safety orientation.

**Note: It is the employee's supervisor who is responsible for ensuring the completion of this training. Consider a policy which states that: No individual will be allowed to operate a company vehicle alone unless they have successfully completed the above requirements.**

Should a driver upgrade to a larger or different type of vehicle, that driver will need to be re-certified to operate that vehicle.

### **ORIENTATION IS THE FIRST STEP IN A SUCCESSFUL DRIVER TRAINING PROGRAM.**

The objectives of the driver orientation procedure are:

- To make the new employee productive quickly.



- To avoid accidents which injure employees.
- To avoid damage to cargo or equipment.
- To avoid accidents or errors which have a negative impact on customer relations.

Driver orientation covers all aspects of the driving job. Even when a company hires an experienced driver from another company or from a driver training school, that employee still needs to learn company policies, procedures, and safety regulations.

The new employee is anxious to feel at home, to meet other workers and to learn the job routine. They are interested in becoming a part of things and being receptive, it is at this stage that they can be trained to be productive, loyal employees. If such training is not provided the new employee will either turn to the company's "GRAPEVINE" as a source of information or will learn through a potentially costly process of trial and error.

**THE ORIENTATION SHOULD BE PLANNED AND COULD INCLUDE:**

**Introductions:** Key management personnel, supervisors, co-workers, company organization and objectives.

**Reporting to Work:** When, where and to whom to report, procedures for signing in or clocking in.

**Work Standards:** Dates and responsibilities, motor vehicle record review process, performance evaluation, incentive program, benefits disciplinary procedure, vehicle accident reporting and review procedure.

**Pre-Trip, On The Road and Post Trip Inspections:** Making inspections, recording results, and the importance of having defects corrected before departure.

**Emergency Procedures:** Vehicle accident handling at the scene and accident reporting procedures, how to handle breakdowns or other emergency situations.

**Rules and Regulations:** Company safety rules, local, state and Federal Motor Carrier Safety Regulations.

**SUGGESTED GUIDELINES FOR NEW DRIVER ORIENTATION:**

**Routes and Schedules:** Road conditions, hazardous and congested areas, overhead clearances, and width restrictions.

**Equipment Familiarization:** Operator controls, emergency equipment and safety equipment.

**Handling of Cargo:** Dealing with shippers and consignees, handling of bills, checking cargo, security, and safety precautions.

**Special Equipment:** Loan tie downs, winches or hoists, pumps, and hoses, etc.

**Procedures at Completion of Trip:** Parking and refueling vehicle, completion of records and reports, post trip inspections.

**IT CANNOT BE EXPECTED THAT THE EMPLOYEE WILL REMEMBER ALL OF THE INFORMATION PROVIDED. WRITTEN MATERIALS (FORMS, CHECKLISTS, ETC.) AND REFRESHER TRAINING SHOULD BE PROVIDED AS APPROPRIATE.**

## ORLAND CEMETERY DISTRICT

### Driver Orientation Checklist

Subject		Trainer	Date
Introductions	<ul style="list-style-type: none"> <li>- Management Personnel</li> <li>- Supervisor</li> <li>- Co-Workers</li> </ul>		
Reporting to Work	<ul style="list-style-type: none"> <li>- Locations</li> <li>- Hours</li> <li>- Signing In</li> </ul>		
Work Standards	<ul style="list-style-type: none"> <li>- Duties &amp; Responsibilities</li> <li>- Benefits</li> <li>- Motor Vehicle Record Review Procedure</li> <li>- Performance Evaluation</li> <li>- Incentive Programs</li> <li>- Disciplinary Procedures</li> <li>- Vehicle Accident Reporting and Review Procedures</li> </ul>		
Pre-Trip, On the Road and Post-Trip Inspections	<ul style="list-style-type: none"> <li>- Inspection Procedures</li> <li>- Equipment Condition Reports</li> <li>- Correcting Defects</li> </ul>		
Emergency Procedures	<ul style="list-style-type: none"> <li>- Vehicle Accident Reporting and Review Procedures</li> <li>- Breakdowns</li> </ul>		
Rules and Regulations	<ul style="list-style-type: none"> <li>- Review of Written Fleet Safety Policy</li> <li>- Company Safety Rules</li> <li>- Local Regulations</li> <li>- State Regulations</li> <li>- Federal Motor Carrier Safety Regulations</li> </ul>		
Routes and Schedules	<ul style="list-style-type: none"> <li>- Road Conditions</li> <li>- Hazardous or Congested Routes</li> <li>- Height and Width Clearances</li> <li>- Student Trips      Date: _____</li> <li>- Supervisor Training      Date: _____</li> </ul>		
Equipment Familiarization	<ul style="list-style-type: none"> <li>- Operator Controls</li> <li>- Emergency Equipment</li> <li>- Air Brakes</li> </ul>		
Accident Investigations and Records	<ul style="list-style-type: none"> <li>- Accidents Investigated</li> <li>- Accidents Reviewed</li> <li>- Accidents Analyzed</li> <li>- Accident Records Maintained</li> <li>- Accident Review Committee</li> </ul>		

## ORLAND CEMETERY DISTRICT

### Driver Orientation Checklist (Page 2)

Subject		Trainer	Date
Maintenance	<ul style="list-style-type: none"> <li>- Equipment Specifications</li> <li>- Planned Program</li> <li>- Records</li> </ul>		
Handling of Cargo	<ul style="list-style-type: none"> <li>- Shippers &amp; Consignees</li> <li>- Bills &amp; Manifests</li> <li>- Safety/Security Precautions</li> <li>- Hazardous Materials</li> </ul>		
Special Equipment	<ul style="list-style-type: none"> <li>- Load Tie downs</li> <li>- Winches or Hosts</li> <li>- Pumps &amp; Hoses</li> <li>- Specialized Safety Equipment</li> </ul>		
Motivation/Recognition	<ul style="list-style-type: none"> <li>- Driver Recognition</li> <li>- Award Program</li> </ul>		
Completion Trip	<ul style="list-style-type: none"> <li>- Parking and Refueling</li> <li>- Completing Reports</li> <li>- Post-Trip Inspections</li> </ul>		

Driver Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Orland Cemetery District  
3900 County Road P  
Orland, CA 95963

**\*\*DRAFT\*\***  
**"IOOF Ossuary Policy"**

The Ossuary at the IOOF Cemetery, is a shared inurnment space within the Orland IOOF Cemetery located at 3900 County Road P, Orland, CA 95963. The Ossuary was created to provide a dignified and economical option for the permanent placement of cremated remains.

The Ossuary is a shared inurnment space of commingled remains. Inurnment in the ossuary is permanent and no dis-interment shall be permitted.

**1. Interments:**

Plot owners, Funeral Directors and other authorized persons shall comply with the following regulations in the use of plots for burial purposes.

- A. The Eligibility to purchase Interment Rights in the Orland Cemetery District will be in compliance with the California Health & Safety Code sections 9060, 9061, and 9062.
- B. All interment arrangements shall be conducted through the administration/business office of the Orland Cemetery District.
- C. A record shall be kept of every interment showing the date the human remains were received, the date of interment, the name and age of the person interred (when these particulars can be conveniently obtained).
- D. No interment will be permitted in the Cemetery without a burial Permit" issued by local jurisdiction, required by the local and State government, and filed with the District office. A "Burial Rights Successor Affidavit" must be filled out by the purchaser of burial rights.
- E. As part of Glenn County's Indigent Program, the Glenn County's Coroner's Office shall provide a list of the names of persons being placed. This list is to verify that NO Veterans are being placed in the Ossuary.
- E. The Orland Cemetery District may require at least seventy-two (72) hours' notice for a planned interment.
- F. No services in connection with interment will be made until all charges for such services, as fixed by the Board, have been paid in advance to the District.
- G. All committals will be made after 9 a.m. and completed prior to 2 p.m. on weekdays, except on Saturday, when committals must be completed prior to 1 p.m. An additional fee, as set by the Board, shall be charged for all Saturday interments in the amount of \$700 for residents and \$840 for Non-Residents, except those ordered by a public health officer.
- H. No interment shall be made on Sunday or any of the following holidays: 1<sup>st</sup> of January, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, and Christmas Day unless interment is ordered by a public health officer or in case of an extreme emergency. No Saturday burials will be made on holiday weekends.

## **2. Fees and Charges:**

- A. In accordance with California Health & Safety Code § 9068, the Board shall establish the prices at which Interment Rights shall be sold, the fees for the opening and closing of graves, the additional fees for performing such services other than during the normal times established by these Rules and Regulations, and the fees for all other services performed by the District, in connection, with the use of the Cemetery grounds. A schedule of the current fees is available at all reasonable hours in the business office of the District.
- B. In accordance with California Health & Safety Code § 9061, non-resident fees shall be charged for the interment of a person who is not a resident of or paying taxes in the District at the time of death, but who is otherwise eligible for interment in a Cemetery of the District. ***The non-resident fee once paid is non-refundable.***

***For indigent burials in the IOOF Ossuary, turned over by the Glenn County Coroner's Office the non-resident fee of \$750.00 per person will be waived.***

- C. In accordance with California Health & Safety Code § 9065, the Orland Cemetery District maintains an Endowment Care Fund, and is an "endowment care cemetery." Section 9065 also requires the payment of a contribution to the Endowment Care Fund for each interment right sold. In accordance with California Health & Safety Code § 8738, the Board shall establish the amount to be paid by purchasers for deposit into the Endowment Care Fund. ***Such amount paid into the Endowment Care Fund is not refundable.***

***Glenn County Resident Endowment Care Fee: \$450.00 (per person)***

***Glenn County Non-Resident Endowment Care Fee: \$530.00 (per person)***

- D. All fees must be paid in full prior to any interment, including the endowment fee. When the plot fee and the endowment care are paid in full, Burial Rights Certificate, signed by the District Manager, will be issued for every interment right sold. Any overtime fees required for overtime work done outside of the normal weekday working hours of the District will be billed at the rate of \$300.00 per hour.
- E. IOOF Ossuary (Designated Area) Fee Tubes 2-6 \$575.00 per tube. Tube #1 In-Kind donation to the Glenn County Indigent Burial Program. An opening Fee of \$250.00 will be charged for each time the Ossuary is used for placements.

**Glenn County Indigent Program Opening Fee: \$250.00**

**PASSED, APPROVED AND ADOPTED** by the Board of Trustees of the Orland Cemetery District in a regular meeting held at its regular place of meeting this the 9<sup>th</sup> day of May 2023.

# Barceloux-Tibessart Foundation

## 2023

### Friends of Orland District Cemetery's & Wreaths Across American Local Chapter

Project expenditures including all major components and bids:

(10) Rose Bushes:	\$ 140.00
(10) 2x4 Cement Monument Markers:	\$ 1,200.00
(1) Gravel	\$ 50.00
(3) Gorilla Cart Steel Utility Cart (Orland Hardware)	\$ 421.00

**Veteran Flag Holders:**

(4-sticks) Rebar	\$30.00
(2-boxes) Washers	\$12.00
(2) Spray Paint	\$17.50

**TOTAL AMOUNT REQUESTED: \$1,870.50**

# 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

## MARCH 2023 DEPOSIT REPORT

Date	Grave Sales	Endowment	Def Rev	Admin	Tax	Reimburs	Other	Deposit total
3/6/2023	\$2,571.80	\$2,080.00	\$2,050.00	\$200.00	\$24.05	\$0.00	\$0.00	\$6,925.85
3/6/2023	\$710.00	-180.00	-\$530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$710.00
3/6/2023	\$7,105.00	\$0.00	-\$7,105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/6/2023	\$6,249.65	\$0.00	-\$6,249.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/15/2023	\$4,912.38	\$280.00	\$1,193.04	\$0.00	\$101.68	\$0.00	\$0.00	\$6,487.10
3/15/2023	\$250.00	\$0.00	-\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/15/2023	-\$54.81	\$0.00	\$0.00	\$0.00	\$54.81	\$0.00	\$0.00	\$0.00
3/22/2023	-\$24.15	\$0.00	\$0.00	\$0.00	-\$1.75	\$0.00	\$0.00	-\$24.15
3/29/2023	\$6,447.76	\$1,510.00	\$2,285.59	\$50.00	\$134.83	\$0.00	\$0.00	\$10,428.18
<b>Mo Totals</b>	<b>28,167.63</b> ✓	<b>3,870.00</b> ✓	<b>(8,606.02)</b> ✓	<b>250.00</b> ✓	<b>313.62</b> ✓	<b>\$0.00</b> ✓	<b>\$0.00</b> ✓	<b>23,995.23</b> ✓

STCR

<b>YTD TOTALS</b>	<b>\$119,601.67</b>	<b>\$28,170.00</b>	<b>\$35,581.41</b>	<b>\$700.00</b>	<b>\$2,823.23</b>	<b>\$1,994.00</b>	<b>\$5,163.00</b>	<b>\$172,742.94</b>
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## MARCH 2023 EXPENSES

VENDOR NAME	AMOUNT	DEPT#
Directors Fee/Rick Beale	100.00	01018
Directors Fee/Kevin Donnelly	100.00	01019
Directors Fee/ Dottie Tefelski	100.00	01020
A-87 Cost Allocation	67.33	05730
ATT Calnet3	69.44	03120
California Association of Public Cemeteries	378.00	03200
Cintas Medical	171.59	03110
Corning Lumber	245.56	03180
EAGLE SECURITY	144.45	03120
GSRMA	5,425.00	01040
Hunt & Sons	527.05	04292
Kelly Kampschmidt Acct/Payroll	14.00	03230
Orland Ace Hardware	74.93	03170/03270
Orland Auto Parts	51.23	03180
PG&E	180.60	04300
Payroll PPE 03/08/2023	7,800.00	01010
Payroll PPE 03/22/2023	7,800.00	01010
Payroll Taxes 03/08/2023 - 03/22/2023	5,400.34	Various
Rental Guys Chico	1,536.90	03250
Sacramento Valley Mirror	73.60	03120
Simplot	0.00	03100
Solid Waste	55.00	3280
Streamline	100.00	03120
U.S. Bank	720.33	*****
Turner R. Yermini	25.90	66400/00784

**TOTAL EXPENSES**      **31,135.35** ✓      STCR

**Orland Cemetery District**  
**Expenses by Vendor Summary by Month**  
**March 2023**

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	<u>TOTAL</u>
AT & T Calnet 3	69.44
California Association of Public Cemeteri	378.00
Cintas Corporation	171.59
Corning Lumber	245.56
County of Glenn A-87 Cost Allocation	67.33
Dorothy Tefelski	100.00
Eagle Security Systems	144.45
Glenn County Solid Waste Land Fill	55.00
Golden State Risk Management Authority	5,425.00
Hunt & Sons, Inc.	527.05
Kampshmidt Payroll Services	21,014.34
Kevin Donnelley	100.00
Orland Auto Parts	51.23
Orland Hardware	74.93
Pacific Gas & Electric	180.60
Rental Guys Chico	1,536.90
Rick Beale	100.00
Sacramento Valley Mirror	73.60
Streamline/ DBA Digital Deveopment, Inc.	100.00
Turner R. Yermine	24.15
U.S. Bank	720.33
<b>TOTAL</b>	<u><u>31,159.50</u></u>

*Yeemini* - 24.15  

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*31,135.35*

**Orland Cemetery District**  
**Profit & Loss**  
 March 2023

	Mar 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>USE OF MONEY &amp; PROPERTY</b>	
44300 · Interest	12,513.95
<b>Total USE OF MONEY &amp; PROPERTY</b>	12,513.95
<b>66400 · Sales &amp; Service</b>	
2x8 Monument - Resident	800.00
Crowne Single - Non Resident	427.14
Crowne Single - Resident	237.30
Crowne Small - Resident	94.50
Glue On - Non-Resident	48.00
Glue On - Resident	80.00
Grave Sale	800.00
Liner - Resident	1,890.00
Non Resident Fee	3,000.00
Opening - Cremation-Resident	750.00
Opening - Resident	1,800.00
Opening Cremation/Non-Resident	1,200.00
Out of District	900.00
Overtime Resident	840.00
Vault - Resident	945.00
Veteran Monument - Resident	120.00
66400 · Sales & Service - Other	14,235.69
<b>Total 66400 · Sales &amp; Service</b>	28,167.63
66450-1 · Endowment Account Corrections	-180.00
66551 · Administration Fees	250.00
<b>Total Income</b>	40,751.58
<b>Gross Profit</b>	40,751.58
<b>Expense</b>	
<b>CONTGENCY</b>	
09900 · Contigency	3,000.00
<b>Total CONTGENCY</b>	3,000.00
<b>SALARIES &amp; BENEFITS</b>	
01010 · Salaries & Wages	15,600.00
01018 · Commission & Director Salaries	300.00
01030 · Social Security	967.20
01031 · Medicare Coverage	226.20
01034 · Retirement-ER Potion	4,155.48
01040 · Group Health Insurance	5,425.00
01045 · Unemployment Insurance	51.46
<b>Total SALARIES &amp; BENEFITS</b>	26,725.34
<b>SERVICES &amp; SUPPLIES</b>	
03110 · Clothing & Personal Supplies	183.97
03120 · Communications	
03120-1 · Legal Notice Publications	73.60
03120-2 · Phone Bills	84.12
03120-4 · WIFI/Internet	163.99
03120-5 · Security	144.45
03120 · Communications - Other	69.44
<b>Total 03120 · Communications</b>	535.60
03140 · Household Expenses	
03140-4 · Water	46.36
<b>Total 03140 · Household Expenses</b>	46.36

**Orland Cemetery District**  
**Profit & Loss**  
 March 2023

	Mar 23
03150 · Insurance	-1,000.00
03170 · Maintenance-Equipment	19.78
03180 · Maint-Structures & Improvement	74.93
03200 · Memberships	378.00
03220 · Office Supplies	
03220-1 · Copy Paper	42.89
03220-2 · Office Binders	-14.62
03220 · Office Supplies - Other	-790.91
<b>Total 03220 · Office Supplies</b>	<b>-762.64</b>
03230 · Professional Services	14.00
03250 · Rents & Leases-Equipment	536.90
03270 · Small Tools & Instruments	307.57
03280 · Special Dept. Expenses	
03280-5 · Cement	245.56
03280-7 · Garbage Disposal	55.00
<b>Total 03280 · Special Dept. Expenses</b>	<b>300.56</b>
04292 · Gas & Oil	
04292-1 · Red Dyed Diesel Fuel	197.94
04292-2 · Vehicle Fuel	329.11
<b>Total 04292 · Gas &amp; Oil</b>	<b>527.05</b>
04300 · Utilities	
04300-2 · 3545176844-0 - RD P ES/S RD 24	12.62
04300-4 · 3503510180-3 RD P ES S RD 24	12.62
04300-5 · 8139574392-5 - Office/Shop	142.77
04300-6 · 5838593031-6 RD 9 SS/E HWY 99W	12.59
<b>Total 04300 · Utilities</b>	<b>180.60</b>
05730 · A-87 Cost Allocation	67.33
<b>Total SERVICES &amp; SUPPLIES</b>	<b>1,410.01</b>
<b>Total Expense</b>	<b>31,135.35</b>
<b>Net Ordinary Income</b>	<b>9,616.23</b>
<b>Net Income</b>	<b>9,616.23</b>