

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

July 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 9:05 a.m. by Chairperson Rick Beale followed by the Pledge of Allegiance.

Members Roll Call: Members present, Chairperson Rick Beale, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. A motion was made by Chairperson Rick Beale to excuse the absence of Trustee Kevin Donnelley, seconded by Trustee Dottie Tefelski, The vote was 2-0 in favor, the motion passed unanimously.

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:** June 2023: 5 Full Burials and 4 Cremation Burials.
2. **Incidents/Safety Report:** A fence barrier was installed at the Masonic Cemetery.
3. **Correspondence:** Letter from the Corning Sub-Basin Groundwater Sustainability Agency.
4. **Grounds & Maintenance Report:** The new Kubota is being set up as a spray rig. The mule has been repaired. The Grave Cemetery is starting to green up. Staff are working on a parking lot improvement plan for the Graves Cemetery.

NEW BUSINESS:

A. Resolution #2023-07-11-02 Approval of Authorization of Signature on County Claim Forms:

A brief discussion was held. A motion was made by Trustee Dottie Tefelski to approve resolution #2023-07-11-02, Approval of Authorization of Signature on County Claim Forms, seconded by Trustee Rick Beale. The vote was 2-0 in favor, the motion passed unanimously.

NEW BUSINESS: (Continued)

B. Resolution #2023-07-11-03 Approval of Payroll Authorization:

A brief discussion was held. A motion was made by Trustee Rick Beale to approve resolution #2023-07-11-03, Approval of Payroll Authorization, seconded by Trustee Dottie Tefelski. The vote was 2-0 in favor, the motion passed unanimously.

C. Discussion on Veteran Monuments:

Staff explained to the Trustee's that Veterans only receive a discount on 2x4 Monuments. Staff suggested that this discount be offered for all monuments. A motion was made by Trustee Dottie Tefelski to direct staff to create a Veteran Monument Policy that would offer Veterans a 50% discount on monument purchases, seconded by Trustee Rick Beale. The vote was 2-0 in favor, the motion passed unanimously.

OLD BUSINESS:

A. Resolution #2023-07-11 Approval of Final Budget F/Y 2023-2024:

Chairman Rick Beale stated that the proposed budget reflects our District's commitment to maintain a strong financial foundation. The proposed budget aligns with our strategic objective and values. Office Manager Staci Buttermore reported that all reporting requirements for the budget have been completed. A motion was made by Trustee Dottie Tefelski to approve Resolution #2023-07-11 Approval of Final Budget F/Y 2023-2024, seconded by Trustee Rick Beale. The vote was 2-0 in favor, the motion passed unanimously.

B. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion: Office Manager Staci Buttermore reported that the 06/30/2021 audit is still being finalized and she will reach out to HM & S for an update. The 06/30/2022 audit is estimated to begin in August.

CONSENT CALENDAR:

A. Approval of the June 13, 2023, Board Meeting Minutes:

Trustee Rick Beale made a motion to approve the June 13, 2023, Board Meeting Minutes as presented, Trustee Dottie Tefelski seconded the motion. A vote was held, and the motion **PASSED unanimously**.

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

CLOSED SESSION:

A. None Scheduled.

RETURN TO OPEN SESSION:

A. None Scheduled.

TRUSTEE DISCUSSION AND COMMENTS:

Chairperson Rick Beale gave an update on Glenn County's Indigent Burials. He stated that he had addressed questions that Glenn County Supervisor Arnold had. Chairperson Rick Beale directed Manager Steve Thomas to explore a beautification project for the Indigent burial area and proposed that this area be dedicated in memory of past, Manager Rob Christian. Trustee Dottie Tefelski stated that she has not heard back from the Barceloux-Tibessart Foundation about the submitted grant. Chairperson Rick Beale directed staff to research Glenn County's No Smoking Policy and prepare a policy for the Orland Cemetery District.

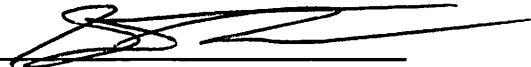
STAFF REPORTS:

- A. 4th of July: The Orland Cemetery District office was closed on Monday, July 3 & Tuesday, July 4th, 2023. There were no services scheduled. Staff used PTO for July 3, 2023.
- B. July 12, 2023 – The Orland Cemetery District office will be closed to attend the Shasta Training Day in Cottonwood.

ADJOURNMENT:

Chairperson Rick Beale adjourned the meeting at 11:04 a.m.

Respectfully submitted by:



Steve Thomas, Manager

Approved by the Board of Trustees on: August 8, 2023