

ORLAND CEMETERY DISTRICT

Board of Trustees Meeting Minutes

January 15, 2025

I.O.O.F Cemetery

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

The meeting was called to order at 9:00 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 were present.

Public Member Present/Comments: None.

5. Consent Calendar:

- A. Approval of November 2024 Monthly Financial Expenditures/Claims Reports:
- B. Approval of December 2024 Monthly Financial Expenditures/Claims Reports:
- C. Approval of December 10, 2024, 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, and the motion **PASSED Unanimously**.

Trustee Kevin Donnelley made a motion to approve consent calendar items C as presented, Trustee Dottie Tefelski seconded the motion. Chair Rick Beale abstained from this vote due to his absence from this meeting. A vote was held 2-0 in favor, and the motion **PASSED Unanimously**.

6. Information Items:

- A. **Manager's Monthly Report: (December 2024)** (Submitted with Agenda posting)
 - 1. Incidents/Safety Report: None to report.
 - 2. Correspondence: None to report.
 - 3. Sales, Burials and Deposits September: (6) Full Burials (0) Disinterment and (0) Cremation Burials, (0) Niche, (1) Grave with Pre-Needs, (1) New Contract #, (0) Grave Sales, (0) Pre-Needs Sale, (0) Gazebo Rental and (3) Contract payments.
- B. **Grounds Foreman Report (December 2024)** (Submitted with Agenda posting)
 - 1. Monuments/Headstones: (1) – 2x4, (1) – 2x8, Glue On, (0) 2x2
 - 2. Workshop Renovation Project: No update for this meeting.
 - 3. Ossuary Beautification Project: The Trustees were given a tour of the Ossuary Project. Plaques and crosses have been installed. The last phase of the project is to reconfigure the irrigation system for that area. The irrigation system needs to be designed so it does not spray the monument area.
 - 4. Gopher Extermination Demonstration: A demonstration of a monoxide sprayer for gopher removal was performed for the Trustees. Trustee Dottie Tefelski made a motion to purchase the sprayer for \$2,999.00, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

6. Information Items: (Continued from page 1)

B. Grounds Foreman Report (December 2024) (Submitted with Agenda posting)

5. Training: Plot/Grave Location and Procedures: Staff are currently training all District employees on locating plots.
6. Winter Projects: Staff are in the process of designing a new trash removal area to contain yard trash.

7. New Business/Future Agenda Items:

A. Orland Cemetery District Office Closures:

- January 20, 2025 – Martin Luther King Day - Office Closed at 12:00 p.m.

B. Election of District Officers: Chair, Vice-Chair and Board Secretary

Trustee Dottie Tefelski made a motion to elect Rick Beale as Chair, Kevin Donnelley as Vice-Chairman and Staci Buttermore as Board Secretary, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

C. Appointment of Safety Committee Chair:

Chair Rick Beale made a motion to appoint Trustee Kevin Donnelley to the District's Safety Committee, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

D. Orland Cemetery District – “Burial Policy & Procedures”

Interim District Manager Staci Buttermore presented the Board of Trustees with a newly proposed Burial Policy & Procedures. Currently, the District has no guidelines adopted. The purpose of this Burial Policy is to establish, clear, standardized procedures for the preparation and execution of full burials and cremation burials within the Orland Cemetery District. This policy ensures respectful handling of all burials, accuracy in plot location, and safety during grave preparation, while outlining accountability measures for errors. Trustee Kevin Donnelley made a motion to approve the Burial Policy & Procedures as presented, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

E. Orland Cemetery District Fee Increases – “Resident & Non-Resident Fee Schedule”

The Interim District Manager Staci Buttermore presented the board with new fee schedules for Residents and Non-Residents. Buttermore, expressed the need for the increase for cemetery services because of rising operational costs. The Orland Cemetery District has not adjusted its pricing since January 1, 2023. Since that time, the cost associated with maintaining the cemetery, providing services, and covering general expenses have significantly increased. The proposed increase reflects the higher costs of labor, materials, and maintenance to operate efficiently and serve the community effectively. Trustee Kevin Donnelley made a motion to approve the Orland Cemetery District Fee Increase as presented, Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

8. New Business/Future Agenda Items: (Continued from page 2)

F. Raigoza Headstone/plot proposal:

Interim District Manager, Staci Buttermore presented a proposal to rectify the incorrect placement of Javier Raigoza. Buttermore provided the Trustees with an overview of the situation and detailed the options that were presented to the family for resolution. After discussion, the Trustees considered the options and possible next steps to ensure the matter is resolved appropriately and respectfully. Trustee Dottie Tefelski made a motion to approve a \$3,000 expenditure for use towards a new headstone, monument pad or an additional plot, Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

G. Veterans Section 5 – Vase replacements – Review/Amend/Approve:

Interim District Manager, Staci Buttermore informed the trustees that the vases sold by the District over the years in Veterans Section 5 have deteriorated. Several family members of the decedents in the section have expressed interest in replacing them. However, the current District policy for the Veteran section does not address the replacement of these vases. Grounds Foreman Chris Ollenberger explained that replacing the vases is both difficult and costly for family members. District Manager Buttermore proposed tabling the discussion to allow time for an updated Veterans Section 5 policy to be drafted and presented to the Trustees. This item was tabled. Buttermore will report back with an updated policy at a future meeting.

H. Orland Cemetery District – “General Provision and Government Policy and Bylaws:

The trustees reviewed and discussed existing policies and bylaws governing the district. Key points included:

- Compliance with state and local regulations.
- Updates or revisions as needed.
- Governance procedures to ensure transparency and efficiency.

The trustees discussed the bylaws, including:

- Board responsibilities and decision-making authority.
- Meeting procedures and quorum requirements.
- Any proposed amendments or clarifications.

Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District General Provision and Government Policy and Bylaws as presented; Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

8. New Business/Future Agenda Items: (Continued from page 3)

I. Orland Cemetery District – “Fraud Prevention Policy”:

The trustees reviewed the implementation of a Fraud Prevention Policy to safeguard the district resources and ensure financial integrity. Key components discussed:

- Regular financial audits and oversight.
- Segregation of duties to prevent conflicts of interest.
- Adoption of best practices for transparency and accountability.

Kevin Donnelley made a motion to approve the Orland Cemetery District Fraud Prevention Policy as presented; Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

J. Negative Apportionment – Letter from Glenn County Department of Finance:

Trustees directed Interim District Manager Staci Buttermore to compose a letter to Glenn County Department of Finance Director Humberto Medina, inviting him to the Orland Cemetery District February 11, 2025, board meeting. The trustees would like to get a better understanding of the negative apportionment.

K. Orland Cemetery District – “Purchasing and Contracting for Personal Property, Services, Construction and Sale of District-Owned Property Policy”:

The trustees discussed the Purchasing and Contracting Policy, which establishes guidelines for procurement and asset management. Key provisions include:

- Purchasing Procedures: Approval requirements for purchasing personal property and services.
- Contracting Guidelines: Compliance with legal bidding and contracting standards.
- Construction Projects: Oversight of major construction and maintenance projects.
- Sale of District-Owned Property: Procedures for disposing of surplus of assets in a transparent manner.

Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District Purchasing and Contracting for Personal Property, Services, Construction and Sale of District-Owned Property Policy as presented; Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

L. Orland Cemetery District – “Workplace Violence Prevention Program Policy”:

The trustees reviewed the Workplace Violence Prevention Program Policy, which aims to provide a safe and secure work environment for all employees. Key components discussed:

- Zero-Tolerance Policy: Prohibition of any form of workplace violence, including threats, intimidation, or physical harm.
- Reporting Procedures: Establishment of clear guidelines for employees to report concerns or incidents.
- Preventative Measures: Training programs, security measures, and conflict resolution strategies.

- Response Plan: Protocols for handling workplace violence incidents, including emergency response and support for affected employees.

Kevin Donnelley made a motion to approve the Orland Cemetery District Workplace Violence Prevention Program Policy as presented; Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

M. Orland Cemetery District – “Emergency Action Plan Policy”:

The trustees reviewed the Emergency Action Plan Policy, designed to ensure preparedness and a coordinated response to emergencies affecting the district. Key components discussed:

- Evacuation Procedures: Clear guidelines for safe and orderly evacuation in case of fire, natural disasters, or other emergencies.
- Emergency Contacts & Communication: Designation of emergency contacts and procedures for notifying staff and emergency responders.
- Employee Training: Regular training and drills to ensure staff readiness in emergency situations.
- Medical & First Aid Response: Guidelines for addressing medical emergencies and providing first aid assistance.
- Post-Emergency Recovery: Procedures for assessing damage, resuming operations, and supporting employees after an emergency.

Kevin Donnelley made a motion to approve the Orland Cemetery District Emergency Action Plan Policy as presented; Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

N. Orland Cemetery District – “Injury and Illness Prevention Policy”:

The board reviewed the Injury and Illness Prevention Policy, which aims to promote workplace safety and minimize occupational hazards. Key components discussed:

- Hazard Identification and Correction: Regular inspections to identify and mitigate workplace hazards.
- Employee Training: Safety training programs for employees on proper procedures and equipment use.
- Incident Report and Investigation: Clear protocols for reporting workplace injuries and conducting investigations.
- Emergency Medical Response: Guidelines for providing first aid and seeking medical assistance when needed.
- Recordkeeping and Compliance: Documentation of safety measures and adherence to state and federal occupational health regulations.

Trustee Dottie Tefelski made a motion to approve the Orland Cemetery District Injury and Illness Prevention Policy as presented; Trustee Kevin Donnelley seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

Old Business:

- A. Wreaths Across America Update & Recap for December 14, 2024, Event:** Trustee Dottie Tefelski reported that she attended a Rotary meeting and spoke about Wreaths Across America. She informed their membership that approximately \$10,000 in funds to cover all Veteran Graves within the Orland Cemetery District. Dottie explained that WAA is changing their donation structure for 2025. Cemetery staff stated that all future WWA events will be held rain or shine.

Close session: The Board of Trustees went into a closed session at 12:05 p.m. and returned to the open session at 12:25 p.m. and reported the following:

- A. Employee Review (*Gov. Code § 54957*).
1. Bryan Enos Status Update: In closed session the Interim District Manager Staci Buttermore reported that Bryan Enos has successfully completed his new hire probation. It was her recommendation that he be moved to permanent status with a \$1.00 per hour increase. Trustee Kevin Donnelley made the motion to approve his status, with a \$1.00 per hour increase, and Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.
 2. Staci Buttermore's Status as District Manager.
 - Interim Manager Staci Buttermore has reached her 6-month probation as Interim District Manager.
 - Chair Rick Beale commented that he was incredibly pleased with her performance over the past six months. Trustee Dottie Tefelski and Kevin Donnelley agreed with his assessment.Trustee Kevin Donnelley made a motion that Interim Manager Staci Buttermore be officially made the Orland Cemetery District Manager. Trustee Dottie Tefelski seconded the motion. A vote was held 3-0 in favor, and the motion **PASSED Unanimously**.

Trustee Discussion and Comments:


There were no additional discussions or comments.

Upcoming Conference/Training:

- A. None at this time.**

Adjournment:

Chair Rick Beale adjourned the meeting at 12:30 p.m.

Respectfully submitted by: 
Staci K. Buttermore, Board Secretary

Approved: February 11, 2025