

# ORLAND CEMETERY DISTRICT

## Board of Trustees "Special Meeting" Minutes

July 30, 2024

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 Kevin Donnelley, Trustee Dottie Tefelski, Interim District Manager Staci Buttermore. There were no members of the public present.

### CONSENT CALENDAR:

#### **A. Approval of the July 22, 2024, Special Board Meeting Minutes:**

Trustee Dottie Tefelski made a motion to approve the July 22, 2024, Special Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

### INFORMATION ITEMS:

#### **A. Manager's Monthly Report:**

##### **1. Sales, Burials, Safety Report, Major Purchases:**

There were no major purchases for the District. Sales for the month of July were: (5) Contract Payments, (7) Full Burials, (7) Cremation Burials, (2) Pre-Needs, and (2) Monument Payments. There were (4) Headstones placed, (2) Veteran Flag Holders and (2) Memorial Plaques.

##### **2. Incidents/Safety Report: July 17, 2024 – The Glenn County Sheriff's Office was called to the IOOF Cemetery to investigate found wallets and a suspicious person.**

##### **3. No correspondence.**

##### **4. Grounds & Maintenance Report: Staff is working on a tree map. This map would be used if members of the public wanted to donate a tree to the cemetery.**

##### **5. Old Business Update: None for this meeting.**

### NEW BUSINESS:

#### **A. Participation in the 2024-2025 Golden State Risk Management Accreditation Program (RMAP):**

Trustee Kevin Donnelley made a motion to approve Orland Cemetery District's participation in the 2024-2025 Golden State Risk Management Accreditation Program (RMAP), Trustee Dottie Tefelski seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

**NEW BUSINESS:**

**B. Orland Cemetery District – Proposed Job Descriptions/Update:**

Interim District Manager Buttermore reviewed new proposed job descriptions and organization chart for the Orland Cemetery District. This is an ongoing process with future review and approval for the Orland Cemetery District Employee Handbook.

**C. Umpqua Bank – Credit Card Proposal:**

Interim District Manager Buttermore reported that Sylvia Lopez with Umpqua Bank has provided information regarding the District accepting credit cards. Manager Buttermore will continue to seek options for the District. The District will need to establish a checking account for the credit card funds to be deposited into. Trustee Kevin Donnelley made a motion for the Orland Cemetery District establish a checking account for the purpose of accepting credit card payments, Trustee Dottie Tefelski seconded the motion. A voice vote was held: Beale - Aye, Donnelley – Aye, and Tefelski – Aye; motion **PASSED unanimously**.

**OLD BUSINESS:**

**A. Orland Cemetery District 06/30/2022 Audit Update/Discussion:**

Interim District Manager Staci Buttermore informed the Trustee’s that the Orland Cemetery District 06/30/2022 audit will be presented at the District’s September 10, 2024, board meeting.

**CLOSED SESSION:**

Chair Rick Beale adjourned the regular meeting at 9:13 a.m. and the Trustees entered into the closed session.

**A. Employee action (Employee Evaluation - Review).**

**RETURN TO OPEN SESSION:**

**A. Employee action resolution.**

The Board of Trustee’s reconvened to open session at 10:12 a.m. Chair Rick Beale reported out of closed session as follows: “During the closed session, the Trustee’s conducted a performance review for Steve Thomas. The review was conducted at the request of the employee, who sought reconsideration of their position to a head groundskeeper role.” The Trustee’s denied this reconsideration based on the current needs of the district. No further action was taken during closed session.”

**TRUSTEE DISCUSSION AND COMMENTS:**

There were no Trustee comments.

**STAFF REPORTS:**

There were no staff comments.

**ADJOURNMENT:**

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

Respectfully submitted by: Staci K. Buttermore  
Staci K. Buttermore, Board Secretary

Approved: 09.10.2024