



ORLAND CEMETERY DISTRICT
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JULY 2024

Orland Cemetery District's Office Manager's Monthly Report

- 07.01.2024 – Year-End Reports/Closing.
Burial worksheet for Doris Pihaylic.
Burial worksheet for Alma Bautista.
Process Contract Payment Caroline Loewen #2930.
Completed/Submitted CalPers “Out of Class Appointment” report.
- 07.02.2024 - Completed the July 9th Board Meeting Agenda.
Called Newton-Bracewell – Leonel Vidal – Family has still yet to come in to take care of arrangements for the 11th.
Burial worksheet for Leonel Vidal.
Updated burial worksheet for Ione Kerr.
Process Burial Paperwork for John Erickson.
Process Burial Payment and Pre-Need Payment for John & Toni Erickson.
Spoke to Maria Vidal, she will forward burial payment for Leonel Vidal.
Email to William Kerr about his mom’s headstone. Still owes \$282.00.
Spoke to Dulce about Gilberto’s headstone, they still of \$275.00.
- 07.03.2024 - Process Payroll for PPE 07.06.2024
Update Website.
RMAP Update, sent to Trustees.
- 07.04.2024 - 4th of July – Office Closed.
- 07.05.2024 - Scheduled Day Off – Vacation
- 07.08.2024 - Prepare monthly warrants.
Reconcile and File Sales Tax Report.
Lana Trovao – Email – Answered plot questions.
Chris brought in a letter from Savingsplus. Contacted them to ask why Chris is being put into this program? Was told I have to email CalHR for answers. Sent an email on Chris’s behalf.
Process payroll warrant.
Emailed Kampschmidt regarding an error on vacation time for C. Ollenberger.

- Emailed Grave Sale to Terry Trovao-Moore.
 Received update on audit, report should be ready for the August 13, 2024 Board Meeting.
 Process Burial Payment for Baby Russell.
- 07.09.2024 - Attend/take notes for July 9, 2024 Board Meeting.
 Prepare Warrants for the Department of Finance.
 Process Burial Payment for Leonel Vidal.
 Process Pre-Need Payment for Phyllis Montero.
 Process Burial Payment for Aarron & Vanessa Pack.
- 07.10.2024 – Create Special Meeting Agenda & Distribute to Trustee’s & Website.
- 07.11.2024 - Prepare Sales Deposit – Delivered to the Department of Finance for processing.
- 07.12.2024 - Update website.
 Email Shane Fairman – Denied advertisement request.
 Prepare the July 9, 2024 Board Meeting Minutes.
 Spoke with Shane Fairman – He is planning to paint the ossuary monument with the weather cools down. The paint needs to be cool to work effectively.
 Met with Leslie Grant – she gave permission for her sister (Trent) to be placed into her plot. Ownership card was updated with this request.
 Process Contract Payment - #2800 – Una Walker (Snow)
 Monument Payment – Gilberto Casillas-Flores 2x4
 Burial Quote for James Olivarez
 Received Monson monument – Sweets has payment (2) Sweets vases one on each side.
- 07.15.2024 - Meeting with Ortega family – Burial Quote for Jose Pureco.
 Telephone meeting with Lorrie Kerragan in regard to the Thomas Field direct burial.
 Process Contract Payment - #2930 – Caroline and Roger Loewen.
 Process Grave Sale Payment – Teri Trovao and Jeff Moore (Catholic G 4&5, L-112, S-10)
 Process Burial Payment for Jose Pureco – Service 08.10.2024.
 Brenda Gibson Complaint – Spoke to her and explained the situation that the District needs to be made aware of Native burials in advance so we can inform staff. She agreed that there were shortfalls on their end and staff has been informed that if there are any problems graveside the District Manager needs to be notified immediately.
 Joyce Seefeldt Family – Questions about Flowers.
 Cintas Monthly Warrant – Prepared.

- 07.16.2024 - Brief meeting with Theron/Chris – confirming day workplan.
 Answer (3) emails - General questions.
 Attend “Special Meeting”.
 Process Burial Payment for Shirley Clark.
 Process Contract Payment #2950 – John & Marilyn Irvin.
 Process 2x4 Monument Payment – Ione Kerr.

- 07.17.2024 - Questions: Lana Trovao – Disinterment of George Trovao
 Met with Sherriff Deputy R. Ramirez, in regard to a suspicious person at the IOOF Cemetery. Earlier in the week a purse was found, and Steve found (2) wallets. These items were turned over to the Sherriff Deputy.
 Burial Quote for Mario Riviera.
 Steve – Called North Valley Porta Potty – for service Grave & Masonic Porta-Johns.
 Process 2x4 Monument Payment for Lazaro Garcia.

- 07.18.2024 - Complete July 16, 2024 “Special Meeting” Minutes.
 Post July 22, 2024 “Special Meeting” agenda and packet. Distributed to Trustees.
 Theron and Chris working at the Graves on an irrigation repair and scheduled service for Doris Pihaylic. Steve had a scheduled day off.
 Burial Worksheet for Jose Martin Pureco – Newton Bracewell.
 Schedule Mario Riveira for July 26, 2024 – Posted to website.
 Burial of Doris Pihaylic.

- 07.19.2024 - Thomas and Sharon Field Cremation Burial – Assigned to Steve Thomas.
 Checked email and messages.
 Scheduled Day Off

- 07.20.2024 - Process Payroll for PPE 07/20/2024.

- 07.22.2024 - Attend Special Meeting.

- 07.23.2024 - Complete July 22,2024 “Special Meeting” Minutes.
 Burial of Joyce Seefeldt.
 Process Burial Payment for Joyce Seefeldt.

- 07.24.2024 - Create Special Meeting Agenda for July 30, 2024.
 Create & Distribute OCD New Job Descriptions.
 Burial worksheet for Sharon Rowe.

- 07.25.2024 - Compile Termination Policy & Procedures.
 Complete month end warrants.
 New Contract #2940 – Sandy Cuevas-Rivera.

Prepare Buy-back graves for Patricia Parsons.

**07.26.2024 - Create 2024-2025 District Budget – Quickbooks.
New Contract #2950 – Martha Morua
Burial of Mario Rivera.**

**07.29.2024 - Contract #2910 Payment – Randy Tracy
Prepare monthly warrants.**

**07.30.2024 - Attend Special Meeting.
Burial Quote for Eureka Pereira.
Emailed OCD Letter of Intent for the 2024-2025 RMAP Program.
Emailed Employee Action Form (Steve Thomas) to payroll for processing.
Input July's Warrant to Quickbooks.
Received Jacobson's monument – it was placed by Steve. Greg Jacobson was notified that it was set. He is very happy with the services and care the staff and I have shown him.
Prepare month end deposit.
Prepare month end un-earned revenue journal entry.**

**07.31.2024 Burial of Sharon Rowe. (Steve & Theron)
Brief meeting with Steve and Theron (regarding Thursday/Friday projects)
Steve – Assigned to backhoe, scheduling repairs and working on the IOOF donation tree map.
Theron – Thursday, will mow the graves.
Steve/Theron – Friday, irrigation repairs at the graves.
Chris – Weed spraying yards.
Process burial paperwork for Sharon Rowe.
Trip to Willows – Department of Finance – Month End Warrants/Deposits.
Trip to Orland – Post Office.
Office Assistant – Job Description/Posting
Masonic Fence Bid**