

# **ORLAND CEMETERY DISTRICT**

## **Board of Trustees Meeting Minutes**

February 14, 2023

9:00 A.M.

I.O.O.F Cemetery

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

Meeting was called to order at 9:00 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.

### **Consent Calendar:**

- A. Approval of the January 10, 2023, Board Meeting Minutes:** Trustee Kevin Donnelley made a motion to approve the January 10, 2023, Board Meeting Minutes as presented; Trustee Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously**.
- B. Approval of December 2023 Monthly Expenditures/Claims:** Trustee Dottie Tefelski made a motion to approve the December 2023 Monthly Expenditures/Claims Financial Report as presented, Trustee Kevin Donnelley seconded motion. A vote was held, and motion **PASSED unanimously**.

### **Information Items:**

#### **A. Managers Monthly Report:**

Manager Steve Thomas reviewed the following topics:

1. **Sales, Burials, Deposit, Major Purchases:** 2022 Burial Totals: 58 Full Burials & 47 Cremation Burials.
2. **Incidents/Safety Report:** Staff is working on dead tree removal.
3. **Correspondence:** None received.
4. **Grounds & Maintenance Report:** Chairman Beale complimented staff on how well the cemetery grounds were looking.

### **Board Discussion and Possible Action Items:**

- A. Barceloux-Tibessart Foundation 2023 Grant Planning:** Trustee's discussed ideas for the 2023 grant project: Roses for Veterans monument at the IOOF Cemetery, Temporary markers replaced with Veteran Markers, Rod Iron fence, and possibly a military memorial object. Trustee Donnelley is working on the memorial object. Trustee Dottie Tefelski and staff will work on grant application.

### **New Business/Future Agenda Items:**

- A. Glenn County Indigent Burial Program:** The Orland Cemetery District received a letter from the Glenn County Board of Supervisors in regards to placing 38 unclaimed cremains. Trustees discussed this request and staff presented the cost associated with this request. The Orland Cemetery District Trustee's directed staff to create an Indigent Burial Policy to be presented to the Trustee's at a later date.
- B. Orland Cemetery District – 2023 Board Meeting Schedule:** Administrative Assistant Staci Buttermore presented the 2023 meeting schedule to the Trustee's. The Orland Cemetery District will be meeting on the second Tuesday of each month.
- C. Orland Cemetery District February Office Closure:** The Orland Cemetery District will be closed on February 20, 2023, in observation of President's Day.

### **Old Business:**

- A. Graves Cemetery Well Building Update:**

Manager Steve Thomas reported that the removal of the building has been completed. He also reported that Lely has estimated that the well maintenance work was expected to begin in 2 weeks.
- B. Wreath's Across America – Planning:**

Trustee Dottie Tefelski reported that the costs for Wreaths for 2023 was increased from \$15 to \$17 a wreath. She also reported that this year dates for Wreath's Across America will be on December 16, 2023.
- C. Veteran's Memorial Marker:**

The medallions have arrived and staff are installing them at the Veteran's Memorial at the IOOF Cemetery.
- D. Barceloux-Tibessart Foundation 2022 Grant Utilization Report:** The report along with required documentation has been completed.
- E. Golden State Risk Management Authority – Risk Management Accreditation Program:**

Manager Steve Thomas reported that the Orland Cemetery District Office Staff is working on completing the evaluation and application form. Manager Steve Thomas stated that staff will work with setting up a time for Trustee Donnelley and Tefelski can come in and complete their AB1825/SB1343 training. The RMAP is due by March 6, 2023.
- F. Discussion Orland Cemetery District 06/30/2021 & 06/30/2022 Audit Update/Discussion:**

Administrative Assistant Staci Buttermore stated that HMS-CPA's Kalah Horton has requested additional documents. Staci stated that documents that she could provide has been completed, but the 3 additional documents need to be obtained from Glenn County's Department of Finance. Staci has been requesting these documents since August 2022. CPA Kalah Horton reported that it is their goal to have the 2020-2021 and 2021-2022 audit completed by June 30, 2023.

**Close session:**

A. None scheduled for this meeting.

**Return to open session:**

A. None schedule for this meeting.

**Trustee Discussion and Comments:**

There were no additional comments provided by the Trustee's.

**Staff Reports:**

- A. PCA Reginal Training, Madera, CA: February 8, 2023
- B. PCA Meeting (Zoom): February 17, 2023
- C. CAPC Annual Conference: March 23-25, 2023
- D. PCA Meeting (In Person): March 23, 2023 – Seaside, CA.

**Adjournment:**

Chairperson Rick Beale adjourned the meeting at 10:47 a.m.

Respectfully submitted by:

  
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Steve Thomas, Manager

Approved by the Board of Trustees on: March 14, 2023