



**ORLAND CEMETERY DISTRICT**  
P.O. Box 424  
Orland, Ca. 95963

Phone: 530-865-3880  
Fax: 530-865-8831  
E-mail: [orlandcemdist@gmail.com](mailto:orlandcemdist@gmail.com)

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## DECEMBER 2024

### Orland Cemetery District's Manager's Monthly Report

- 12.02.2024 – Burial Worksheet for Javier Raigoza – December 6, 2024 – Full Burial.  
Burial Worksheet for Frank Simons – December 11, 2024 – Full Burial.  
Burial Worksheet for Jose Sedano – December 13, 2024 – Full Burial  
Burial Quote for Robert Hunt – Cremation – TBD.  
Burial Worksheet for Cesar Trujillo-Loza – Paid – TBD - Full Burial  
Customer Refund – Ramona Gonzales – Headstone Removal.  
Grave Sale & Burial – Cesar Trujillo – Full Burial. (Met with family)  
December 10, 2024 – Board Meeting Agenda – Draft.  
Update Website.  
Samantha Francis confirmed that she is able to sing the National Anthem  
for Wreath's Across America.  
Employee Evaluation Review.
- 12.03.2024 - Policy Revisions: Code of Conduct, Disciplinary Procedures.  
RMAP – Personnel Policy.  
District Office Closure Notice – Christmas Holiday.  
Personnel Review/Disciplinary.  
Process monthly warrants.
- 12.04.2024 - Process Burial Payment for Isabel Robles.  
Process monument payment for Donald Monson.  
Process Burial Payment for Cesar Trujillo.  
Meeting with Sheri Williams – Howard Family – Grave Selection.  
Meeting with Alejandrina Plascencia – Grave Selection/Set Up Contract  
Quote.  
RMAP Application.
- 12.05.2024 - Meeting with Steve Woods – District's Annual Review.  
Called Sweets – Regarding Simons Payment – Ken will try to contact  
family.  
Email Board Meeting agenda to Trustees.  
Post December 10, 2024 agenda/packet materials to website.  
Process Grave/Burial Payment for Ray & Jenni Howard.  
Process Contract Payment #2940 – Sandy Rivera.

- 12.06.2024 - Morning meeting with groundskeeping staff.  
 Process Burial Payment for Javier Raigoza.  
 Process Burial Paperwork for Javier Raigoza.  
 Prepare Contract Quote #2980 – Veronica Sanchez.  
 Process District Payroll – Email to Kampschmidt.  
 Grave Sale Quote for Carmen Llamas.  
 Pre-Need Quote for Adela Jimenez.  
 Hunt & Son’s Monthly Warrant.  
 Orland Hardware Monthly Warrant.
- 12.09.2024 - Checked Email  
 Wreath’s Across America – Phone calls/planning.  
 (Out Sick)
- 12.10.2024 - Monthly Board Meeting.  
 Prepare burial worksheet for Vivian Burt. – December 18, 2024  
 Approve marker layout for Marshall, Logan and McGrew. (Advance Monument)
- 12.11.2024 - (Out – Grower’s Meeting)  
 Checked Email.  
 Wreath’s Across America – Phone calls/planning.  
 Warrants taken to the Department of Finance.
- 12.12.2024 - Approve marker layout for Sedano Mendoza Monument. (Advance Monument.  
 Prepare burial worksheet for Betty Moss – December 17, 2024  
 Sales Deposit taken to the Department of Finance.
- 12.13.2024 - Preparation for Wreath’s Across America.  
 (Out – Sick)
- 12.14.2024 - Wreath’s Across America.  
 Met w/Veronica Sanchez – Contract Set up.
- 12.16.2024 - Post November 2024 Board Meeting Minutes.  
 Grave Location – Juliana Gutierrez-Gallardo.  
 Burial Quote – Alfredo Flores-Martinez. Sweets (Angie) – January 3, 2025  
 December 10, 2024 – Board Meeting Minutes.  
 Update Plexus Global Random Drug & Alcohol Program – Quarter 1-2025.

- 12.17.2024 - Inquire about GSRMA Health Premium Invoice – have not received them.  
 Inquire about the missing payroll invoice from CalPERS with Kampschmidt.  
 Process payroll for PPE 12/21/2024 – Early because of Holidays.  
 Process Solid Waste Landfill Warrant.  
 Ordered work shirts for Bryon and beanies for workers.  
 Process T. Martin jacket reimbursement warrant.  
 Process C. Ollenberger training reimbursement for meals.  
 Process burial payment for Betty Moss.  
 Process contract payment for John & Marilyn Irvin – Contract #2590.  
 Process monument payment for Donna Marshall – 2x8.
- 12.18.2024 - November 2024 Financial Report reconciliation.  
 Went to Advance Monument – spoke to Eddy about the Vaz headstone.  
 Assisted with the Burt full burial – Incident report for the Trustees.
- 12.19.2024 - Process Marvin Bese – Vet marker.  
 Process Vivian Burt burial payment.  
 RMAP Application.
- 12.20.2024 - RMAP Application.  
 Un-Earned Revenue Journal Entry, Burial Permits, Warrant-Glenn County Landfill – taken to the Department of Finance.
- 12.23.2024 - Burial Worksheet for Amy Carnagey –Proceeding through family.
- 12.24.2024 - Christmas Eve Holiday.
- 12.25.2024 - Christmas Day Holiday.
- 12.26.2024 - Process PPE 12/21/2024 – Warrant.  
 Process Eagle Security – Warrant – Took to DOF.  
 Process PG & E #2 Warrant – Took to DOF.  
 Process Sales Deposit #252424 – Took to DOF.  
 Burial Worksheet for Lorraine Overton.  
 Target Solutions – Ethic Training.  
 Process Contract Payment #2950.
- 12.27.2024 - Sexual Harassment Training.  
 2024-2025 LEEP Letter for RMAP.  
 Vector Solutions – Smart Management: Lawful Termination Practices.  
 Vector Solutions – Smart Management: Effective Performance Review Practices.

Process Contract Payment #2950.  
Process New Contract Payment #2990.

12.30.2024 - Javier Raigoza burial - Location incorrect.  
RMAP Application.

12.31.2024 - New Year's Eve – Office Closed.