**ORLAND CEMETERY DISTRICT**

**Board of Trustees Meeting Minutes**

September 13, 2022

**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, Administrative Assistant Staci Buttermore.

**Public comment on any agenda item – Open or Closed:**

Angelica Garcia has asked the Board of Trustees to consider a memorial bench. The Board of Trustees direct staff to review Orland Cemetery District Policy and place this request on the Board of Trustee’s October 11, 2022, meeting agenda.

**Consent Calendar:**

1. **Approval of the August 9, 2022, Board Meeting Minutes:** Trustee Dottie Tefelski made a motion to approve the August 9, 2022, Board Meeting Minutes as presented; Kevin Donnelley seconded motion. A vote was held, and motion **PASSED unanimously.**
2. **Approval of August 2022 Monthly Expenditures/Claims**: Dottie Tefelski made a motion to approve the August 2022 Financial Report as presented; Kevin Donnelley seconded motion. A vote was held, and motion **PASSED unanimously.**
3. **Adopt Resolution 2022-09-13-01: Authorizing Transfer of Funds: Grant monies from the Barceloux-Tibessart Foundation.** Keven Donnelley made a motion to Adopt Resolution 2022-09-13-01, Authorizing Transfer of Funds from Grant Monies received from the Barceloux-Tibessart Foundation. Funds will be transferred from Miscellaneous Revenue 74112 to Special Department Expense 3280 for the purchase of these Monuments and related construction supplies; Dottie Tefelski seconded motion. A vote was held, and motion **PASSED unanimously.**
4. **Adopt Resolution 2022-09-13-02: Authorization of Signature on County Claim Forms**. A motion was made by Kevin Donnelley to Adopt Resolution 2022-09-13-02 to grant signing authority and determine that the following signatures are needed for County Claim Forms and Transfer of Funds; Orland Cemetery District Board of Trustee Rick Beale, Trustee Kevin Donnelley and Trustee Dorothy Tefelski and authorize District Manager Steve Thomas signature authority for District Utility Expenditures; motion seconded; motion was seconded by Dottie Tefelski. A vote was held, and motion PASSED unanimously.

**Consent Calendar: (Continued from Page 1)**

**E. Adopt Resolution 2022-09-13-03: Authorization of Signature on District Payroll.** Dottie Telefski made a motion to authorize Kelley A. Kampschmidt Payroll and Accounting Service signing authority for the purpose of processing the Orland Cemetery Payroll, Kevin Donnelley seconded motion. A vote was held, and motion **PASSED unanimously.**

**Information Items:**

1. **Managers Monthly Report:**

Manager Steve Thomas reviewed the following topics:

1. Sales, Burials, Deposit, Major Purchases.
2. Incidents/Safety Report.
3. Correspondence.
4. Grounds & Maintenance Report.

**Board Discussion and Possible Action Items:**

1. **Orland Cemetery District Policy and Procedures Revision: Implementation “No Alcohol Policy Deposit,” “Additional Overtime Fee,” “Saturday Service Fee Increase,” and “Extreme Heat Days.”**  The Board of Trustee’s reviewed the proposed revisions. Kevin Donnelley made a motion to approve the proposed revisions: “No Alcohol Policy Deposit,” “Additional Overtime Fee,” “Saturday Service Fee Increase” and the “Extreme Heat Day;” Dottie Telefski seconded motion. A vote was held, and motion **PASSED unanimously.**
2. **Discussion Orland Cemetery District 06/30/2021 Audit:** Manager Steve Thomas updated the board of the 2021 Audit. Manager Steve Thomas informed the board that staff is collecting the information that Horton McNulty & Saeteurn has requested and staff is also working with County Finance to acquire needed documents. Manager Thomas will continue to update the Board of Trustees on the progress of the 2021 Audit.
3. **Discussion on Paskenta/Flournoy Cemetery Request:** The Kirkwood Cemetery has asked the Orland Cemetery District if they would consider doing burials at the Paskenta/Flournoy Cemetery. The Board of Trustees discussed and review this request. The Board of Trustees felt that due to the distance and the additional liability that this has for the District, that the Board was in consensus that this request be respectfully declined.

**New Business/Future Agenda Items:**

1. **CalCard Approval for monthly PG & E billings.** Manager Steve Thomas reviewed with the Board some accounts payable issues that the District is experiencing. With the utility billings coming due in between monthly board meetings, manager Thomas was asking for permission to pay the District’s Utility bills (Pacific Gas and Electric) on the District's CalCard so they are paid on time and without late fees. Kevin Donnelley made a motion to give Manger, Steve Thomas payment authorization of utility billing through the District’s CalCard; Dottie Tefelski seconded motion. A vote was held, motion **PASSED unanimously.**

**Old Business:**

1. **Policy Review “No Alcohol Permitted on Premise”** – Sign implementation/Update. Trustee Kevin Donnelley made a motion to purchase (12) “No Alcohol Permitted on Premise” signs at $50 each for a total expenditure of $600.00; Trustee Dottie Tefelski seconded motion. A vote was held and **PASSED unanimously.**
2. **Graves Cemetery Well Building Update:**  Steve Thomas informed the board that this project is still in the coordinating stages. The Board of Trustees has asked for a written estimate from Lely Pump for pole installation, pump clean out and pump restoration. Manager Thomas will keep the board updated on this project.
3. **Update on purchase of Kubota RTV:** Manager Steve Thomas reported that there was no update on this purchase.
4. **Building Air Condition Installation Update:** Manager Steve Thomas reported that Absolute Heating and Air will begin this project on September 15, 2022.
5. **Orland Cemetery District – Financial Software Purchase Update**: Administrative Assistant Staci Buttermore reported that Quick books has been purchased and transitioning to this software is taking place.

**Trustee Discussion and Comments:** Trustee Dottie Tefelski stated that she will order the Veteran Medallions from Advance Monument. The cost for the medallions will be covered by the Barceloux-Tibessart grant.

**Staff Reports:** Manager Steve Thomas reported that Justus & Wilkes are going to be under a new supplier, and they anticipate a cost increase for the liners and vaults. He also reported the Crowne is implementing a price increase. Manager Thomas reported that our Grave costs have not been reviewed since 2016. Trustees asked for staff to review the District’s current price sheet and have a proposal of increases presented at the October 11, 2022, board meeting.

**Adjournment:** Chairperson Rick Beale adjourned the meeting at 10:33 a.m.

Respectfully submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steve Thomas, Manger

Approved by Board of Trustees on: October 11, 2022