

# ORLAND CEMETERY DISTRICT

January 15, 2025

9:00 A.M.

I.O.O.F Cemetery

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

## **AGENDA**

*This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot act on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for public identification purposes only and will not necessarily be considered in indicated order. Details concerning agenda items are available for public reference during normal business hours at the District Office.*

**1. Call to order:**

**2. Pledge of Allegiance:**

**3. Roll call:**

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

*The Board of Trustees of the Orland Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding Chairman and identify themselves for record. The presiding Chairman may, in the interest of time and good order, limit the length of public comments and presentations.*

**5. Consent Calendar:**

A. Approval of November 2024 Monthly Financial Expenditures/Claims Reports:

B. Approval of December 2024 Monthly Financial Expenditures/Claims Reports:

C. Approval of December 10, 2024, Board Meeting Minutes:

**6. Information Items:**

A. Managers Monthly Report: (December 2024)

1. Incidents/Safety Report:

2. Correspondence: None.

3. Sales, Burials and Deposits September: (6) Full Burials (0) Disinterment and (0) Cremation Burials, (0) Niche, (1) Grave with Pre-Needs, (1) New Contract #, (0) Grave Sales, (0) Pre-Needs Sale, (0) Gazebo Rental and (3) Contract payments.

**6. Information Items: (Continued from previous page)**

B. Grounds Foreman Report (December 2024)

1. Grounds & Maintenance Report:

- a. Monuments/Headstones: (1)- 2x4, (1) – 2x8, (0) - Glue On, (0)- 2x2
- b. Workshop Renovation Project:
- c. Ossuary Beautification Project Update: Tour
- d. Gopher Extermination Demonstration:
- e. Training: Plot/Grave Location and procedures.
- f. Winter Projects Update:

**7. New Business/Future Agenda Items:**

- A. Orland Cemetery District January Office Closures:
  - January 20, 2025 – Martin Luther King day.
- B. Election of District Officers: Chair, Vice-chair and Board Secretary.
- C. Appointment of Safety Committee:
- D. Orland Cemetery District – “Burial Policy & Procedures” – Review/Amend/Approve
- E. Orland Cemetery District Fee Increases - “Resident & Non-Resident Fee Schedule” - Review/Amend/Approve
- F. Javier Raigoza – Headstone/plot proposal.
- G. Veterans Section 5 – Vase replacements – Review/Amend/Approve
- H. Orland Cemetery District – “General Provisions and Government Policy” and “By-Laws” - Review/Amend/Approve
- I. Orland Cemetery District – “Fraud Prevention Policy” – Review/Amend/Approve
- J. Negative Apportionment – Letter from Glenn County Department of Finance -Review/Approve
- K. Orland Cemetery District – “Purchasing and Contracting for Personal Property, Services, Construction and Sale of District-Owned Property Policy” – Review/Amend/Approve
- L. Orland Cemetery District – “Workplace Violence Prevention Program Policy” – Review/Amend/Approve
- M. Orland Cemetery District – “Emergency Action Plan Policy” – Review/Amend/Approve
- N. Orland Cemetery District – “Injury and Illness Prevention Program Policy” – Review/Amend/Approve

**8. Old Business:**

- A. Wreaths Across America: 2024 Recap

**9. Close session:**

- A. Employee Reviews – Interim District Manager and Groundskeeper (*Gov. Code § 54957*).

**10. Return to open session:**

- A. Employee actions.

**11. Trustee Discussion and Comments:**

**12. Upcoming Conferences/Training:**

- A. None at this time.

**13. Adjournment:**

This Agenda was posted on this 10<sup>th</sup> day of January 2025 by Staci K. Buttermore, Interim District Manager.

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