

## MEETING NOTICE

### **REGULAR MEETING-CORNING CEMETERY DISTRICT BOARD OF TRUSTEES THURSDAY AUGUST 17th (3PM) AT THE DISTRICT OFFICE 4470 Oren Ave., Corning, Ca. 96021**

This agenda has been posted at least 72 hours prior to the regular meeting of the Board of Corning Cemetery District in accordance with the Ralph M. Brown Act. Documents utilized by the Board at this meeting are available for review at the agency's main office located at the above reference address. Office hours are 8 a.m.- 4 p.m.

- 1. Call to Order at 3 PM followed by the pledge of allegiance to our country.**
- 2. Roll Call for the Board**
- 3. Introduction of visitors and guests.**
- 4. Public comment on any agenda item -Open or Closed**
  
- 5. Consent Calendar**
  - A. Approval of Minutes, Board Meeting July 20, 2023
  - B. Approval of Vendor Payables: July 2023
  - C. Approval of Credit Card Purchases: Stmt. 7.4 - 8.2.23
  - D. Approval of Payroll: 8.9.23 (x2); 7.26.23; 7.12.23; 7.30.23 (Express);7.23.23 (Express)7.16.23 (Express); 7.9.23 (Express).
  - E. Approval of Banner Bank withdrawal for deposit to County: 7.13.23 & 7.31.23
  - F. Affix signatures to Burial Rights
  
- 6. Information Items**
  - A. Manager Report
    1. Burials: (2) Casket
    2. Financial Reports July
    3. Maintenance schedule and completed maintenance since July Board Meeting
      - \*Golf Car
      - \*Repair GH roll bar
      - \*Install mower canopies
      - \*Repair of equipment
      - \*Regular maintenance: Headstones, Mowing, Pesticide Application.
      - Cal Fire: 8.1 & 8.2
    4. Report: Approval of LPSF scholarship through GSRMA for CAPC Conference October 5-7.
    5. Report: How funds for capital improvements are budgeted.
    6. Report: GSRMA conference: Oct. 19 & 20, Rolling Hills Casino.
    7. Report: Ancillary employee benefits start date: 9.1.23.
    8. Report: re: Gifts of public funds.
  
  - B. Board Chair and/or Board Members' Activity Reports
  
  - C. **Recess to Closed Session:** With respect to every item of business to be discussed in closed session pursuant to Section 54957: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
Title: Admin Assistant & Maintenance Worker II.

#### **Items for Board Discussion and/or Possible Action**

- A. Discuss & Review amended draft of 2023/2024 fiscal year budget.
- B. Review and consider approval of quote for Bobcat E35.
- C. Consider compensation increase for Admin. Assistant and Maintenance Worker II.

- D. Discuss & possibly approve purchase of surplus equipment to include, but not limited to weed eaters, blowers, & a chainsaw.
- E. Review and consider amendments to “Agreement to Purchase Burial Rights.”
- F. Review and consider amendments to District Rules & Regulations: “Interments”; “Disinterment”; “Pre-Need” & “Endowment Care”; & “Memorial Markers.”
- G. Review and consider amendments to “Disinterment Fee Schedule.”
- H. Discuss and consider adoption of a Mission Statement for the District.
- I. Discuss and consider offering customers galvanized tin vases for the marker setting in addition to galvanized zinc vases. Amend pricelist to include galvanized option and possibly adjust pricing of zinc vases.
- J. Discuss development of a “5-Year Plan Strategic Plan” to include development of section “M”, Niche Development, and updates to the Forest.

**D. Board Members’ General Announcements and Comments**

This Agenda Posted 8.14.23

Wendy Pauling  
Clerk of the Board

*Note: District Trustees shall hold regularly scheduled meetings on the 3<sup>rd</sup> Thursday of each month at the cemetery office starting at 3 PM.*