

## **MEETING NOTICE**

### **REGULAR MEETING-CORNING CEMETERY DISTRICT BOARD OF TRUSTEES THURSDAY, N (6PM) 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 6 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 November 17, 2022.

B. Approval of Vendor Payables: November & December 2022.

C. Approval of Credit Card Purchases: November & December 2022.

D. Approval of Payroll & Employee Bonuses: 11.16.22; 11.30.22; 12.5.22; 12.6.22;12.14.22;  
12.28.22; 12.27.22; 1.11.23; 1.9.23.

E. Approval of Banner Bank withdrawal for deposit to County: November & December 2022.

F. Affix signatures to Burial Rights

**6. Information Items**

A. Manager Report

1. Burials: November & December

2. Financial Reports

3. Maintenance schedule and completed maintenance since November board meeting.

4. Approval of Carl Moyer Grant application.

5. Retention of attorney, Karen O'Neil

6. Report on Purchasing & Contracting Policy in Process

7. Employee Handbook: necessary amplifications

8. Policy: Employee Bonuses

9. Christmas Bonuses issued per November meeting

10. Resignation of Maintenance Worker II

11. Use of On-Call Maintenance Worker

12. Revised excavation contract: Tom Lewis

13. Excavation Contract: Keeling Construction

14. Burial conditions during storms

15. Family lots approved as compensation for double sold lot

16. Safety training-Lowering Device

17. Refrigerator Purchase

18. Financial advisor-scheduled for February board meeting (re: Employee retirement options)

B. Board Chair and/or Board Members' Activity Reports

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

A. Consider approval of use of lot for burial of Sue Ellen Morris in lot: J-10-3-4 which Burial Rights for J-10-3-1 through 4 are on file are in the Balkovek family name (1976,) but lot 4 has been used as her family lot since 1980. (EXHIBIT A)

B. Consider Amendments to Rules & Regulations under the following sections-

\*PreNeed: add provisions for refunds;

\*Interments: rule #9, provisions for observation of lowering of casket;

\*Interments: rule # 1 provisions for waiving of non-resident fee;

\*Reorder: rule #14 to rule #8

(EXHIBIT B)

C. Determine desired contract terms for purchase of new equipment through CARB.

D. Consider whether to purchase of Bobcat E42 or JCB CX10 on contract through CARB.

E. Consider designating Lassen Medical Prompt Care as our provider for employee workman's compensation claims.

F. Consider adoption of proposed Salary Schedule for CCD staff.

G. Consider authorizing District Manager and/or Trustees to attend CAPC Conference March 23-25<sup>th</sup>.

H. Consider approval of price list increase to Open/Close Fee. (EXHIBIT C)

## **7. Board Members' General Announcements and Comments**

## **8. Recess to Closed Session: Public Employee/Discipline/Dismissal/Release.**

All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board, and those employees and consultants invited by the Board, may discuss and/or act on those items listed below.

This Agenda Posted \_\_\_\_\_

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 6 PM.*