**MEETING NOTICE**

**REGULAR MEETING – CORNING CEMETERY DISTRICT**

**BOARD OF TRUSTEES – THURSDAY, AUGUST 20, 2020, (6 PM)**

**AT THE DISTRICT OFFICE, 4470 Oren Avenue, Corning**

Chairman Dean Cofer; Vice-Chair John Richards; Trustee Delores May, Trustee Doug Hatley; Trustee Sandy Sehorn; *and*, Wendy Pauling, Cemetery Manager/Clerk of the Board.

**AGENDA**

1. Call to Order at 6 PM, followed by the Pledge of Allegiance to our country.
2. Introduction of visitors and guests.
3. **Introduction and swearing-in of new Board Trustee Sandy Sehorn** appointed by the County Board of Supervisors. This appointment will fill the vacancy created by the resignation (due to temporary health issues) of Trustee Shirley Townley.
4. Review & Approve Minutes, Warrants, Correspondence, and Affix Signatures on Certificates of Burial Rights.
5. Public comment is limited to 3 minutes (not on agenda items).

**REPORTS**

1. Cemetery Manager.
2. Chairman.
3. **NEW BUSINESS ~ ITEMS FOR BOARD DISCUSSION AND/OR ACTION**
4. Review for approval of proposed budget for the 2020-2021 fiscal year.
5. Review and possibly approve an agreement between CCD and a customer resolving a discrepancy between receipt books and certificate of burial rights as issued.
6. Review and vote on a cost proposal for the 2020-2021 audit process.
7. Consideration and possible approval to hire one extra help temporary grounds employee for a period not to exceed 7-weeks.
8. Discuss and possibly approve a fixed annual amount of money, to be administered by the manager for occasional employee awards for exceptional employee performance.
9. Discuss and approve selling the surplus unused 20-40’ canopy.
10. Review and possible approval of a Purchasing and Contracting Policy.
11. Review and possible approval of a “repair of upright markers” policy.

**ADJOURN MEETING**

No further business the meeting will be duly adjourned. The next Board meeting will be held on September 17, 2020, starting at 6 PM, at the cemetery office, 4470 Oren Avenue, Corning.

*Note: District Trustees shall hold regularly scheduled meetings on the 3rd Thursday of each month at the cemetery office starting at 6 PM. Occasionally (due to holidays or other reasons) meetings may be changed by majority vote of the Board and with advance notice given at the preceding meeting.*

*Posted 8/17/20*