**MEETING NOTICE**

**REGULAR MEETING – CORNING CEMETERY DISTRICT**

**BOARD OF TRUSTEES – THURSDAY, JULY 16, 2020, (6 PM)**

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

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

**AGENDA**

1. Call to Order at 6 PM, followed by Pledge of Allegiance.
2. Introduction of visitors and guests.
3. **Introduction and swearing-in of new Board Trustee Delores May;** appointed by the County Board of Supervisors to replace long-time Trustee Lorenzo Casia who resigned to move to Arizona. **Swear-in current Trustee John Richards to his reappointment to a full 4-year term on the CCD board of trustees.**
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. Discuss and take action to approve a proposed Purchasing and Contracting Policy.
5. Discuss and consider a motion to increase Manager’s spending limit from $1,000 to $1,200 in conformity with the Purchasing and Contracting Policy. Whenever the manager utilizes this policy trustees shall be provided with a written notification and explanation of said purchase.
6. Discuss and take action regarding a customer’s request for the district to forego the pre-need endowment fee and secondary internment fee on a lot purchased in 1996.
7. Discuss and adopt administrative policy stating “M-F burial services shall be scheduled no later than 2 PM or earlier *(any exceptions must be approved in advance by the manager)*. Mourners shall be required to vacate the area around the grave site within 1-hour of the conclusion of the burial service, allowing the grounds crew to close the grave. Following weekend burial services mourners shall also be required to move away from the grave site within 1-hour while the grave is closed. In both cases, after the closure of the grave, mourners are then free to return to the grave site”.
8. Discuss and take action to increase the office petty cash fund from $75 to $250.

**ADJOURN MEETING**

No further business the meeting will be duly adjourned. The next Board meeting will be held on August 20, 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 7/13/20*