

# MEETING NOTICE

## **REGULAR MEETING-CORNING CEMETERY DISTRICT BOARD OF TRUSTEES THURSDAY SEPT 19th, 2024 (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, August 15th, 2024
- B. Approval of Vendor Payables: August 2024
- C. Approval of Credit Card Purchases: Stmt. 8.2 - 9.3.2024
- D. Approval of Banner Bank withdrawal for deposit to County: 7.27-8.29.24 (Check. #1050)
- E. Approval of Payroll: 8.21.21; 9.4.24
- F. Affix signatures to Burial Rights

### **6. Information Items**

- A. Manager Report
  - 1. Financials
  - 2. Burials
  - 3. Maintenance
  - 4. Exempt Employees
  - 5. Purchases
  - 6. Training
  - 7. Employee Injuries

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

- A. Visit from and introduction to attorney, Brian Hughes for Best, Best, & Kreiger, replacement legal counsel for Martini De Los Angeles.
- B. Consider purchase of AED. (Automated External Defibrillator)
- C. Discuss action regarding misplaced burial.
- D. Review & possibly approve proposed amendments to Rules & Regulations:
  - Interments #10
  - Care of Graves & Cemetery Grounds : #I, #III, #IV.
  - #3 (a) & (e)
- E. Discuss and determine date of equipment building dedication.
- F. Review trustee provided drafts of maintenance building announcement for publication. Possibly approve a revised announcement.
- G. Discuss and determine date of equipment building dedication.
- H. Consider new entry signage at gates.
- I. Consider location for development of new casket burial lots.
- J. Consider raises for maintenance workers and administrative assistant.

### **8. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: (Admin Assistant, Maint. Worker II, Maint. Worker II)

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

This Agenda Posted: 9.16.2024

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.*