

MEETING NOTICE

REGULAR MEETING-CORNING CEMETERY DISTRICT BOARD OF TRUSTEES THURSDAY, MAY 18th, 2023 (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 referenced 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 (limited to three minutes)**

- 5. Consent Calendar:**
 - A. Approval of Minutes, Board Meeting March 16, 2023.
 - B. Approval of Vendor Payables: March, April 2023.
 - C. Approval of Credit Card Purchases: March, April 2023.
 - D. Approval of Payroll: 3.22.2023; 4.5.2023; 4.19.2023; 3.17.2023.
 - E. Approval of Banner Bank withdrawal for deposit to County: March, April 2023.
 - F. Affix signatures to Burial Rights, March, April & May 2023.

- 6. Information Items**
 - A. Manager Report:
 1. Report: Burials for March, April.
 2. Review & discuss financial reports.
 3. Report: Tehama Co. Probation & Cal Fire scheduled for grounds maintenance.
 4. Report: Maintenance completed and in process since March meeting.
 5. Report: Status of hiring of Maintenance Worker II
 6. Report: CAPC Conference, March 24-25.
 7. Report: Status of Carl Moyer Grant status, pending purchase of excavator and disposition options for Ford 655A backhoe.
 8. Report: Research of healthcare benefit options for staff.

 - B. Board Chair and/or board members' activity reports

- 7. Recess to closed Session:** 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.
Public employee performance evaluation: District Manager; Maintenance Worker I

- 8. Items for Board Discussion and/or Possible Action**
 - A. Discuss requirements for Closed Session in regards to Employee Compensation & Anticipated Litigation.
 - B. Consider compensation increase for Maintenance Worker I, per employee performance evaluation at the February board meeting.
 - C. Consider a training stipend or compensation increase for Maintenance Worker I, throughout the training period for new Maintenance Worker I.
 - D. Consider compensation increase for General Manager.
 - E. Discuss and consider purchase of tractor.

- F. Discuss maintenance, capital improvements, land development, and purchasing priorities and consider contracting with Lee's and Associates, Landscape Architects for strategic planning.
- G. Consider amending February board minutes for closed session as follows: "~~Following legal counsel~~, Cofer motioned to authorize the district manager to pursue all legal remedies to obtain repayment of overpaid wages to a former employee in favor of the district. Sehorn seconded the motion, and the motion carried unanimously."
- H. Consider approval of amendments to "Financial Reserve Policy" adopted 3.16.2023.
- I. Consider allowing the new maintenance worker, a volunteer firefighter, leave for emergency calls.
- J. Consider replacement or removal of fountain in Forest Area.
- K. Consider authorizing disposition of district property: Cement Mixer, HP Printer, Xerox Printer, Shelter Logic Canopy, Boards/Timbers.
- L. Review and approve 2021-2022 Audit Report.
- M. Consider amendments to District 'Rules & Regulations.'
- N. Discuss Tehama County Public Works determination regarding property boundaries and consider hiring land surveyor to survey district property boundaries.

9. Board Members' General Announcements and Comments.

No further business the meeting will be duly adjourned. The next Board meeting will be held on June 15th, 2023, starting at 3 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 3 PM.

Posted:5.15.2023