

MEETING NOTICE

REGULAR MEETING-CORNING CEMETERY DISTRICT BOARD OF TRUSTEES THURSDAY SEPT 21st (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: Regular Board Meeting Aug.17th, 2023 * Special Meeting Aug. 7th 2023.
- B. Approval of Vendor Payables: August 2023.
- C. Approval of Credit Card Purchases: Statement 8.3-9.1.2023.
- D. Approval of Payroll: 8.9.2023; 8.23.2023; 9.6.2023; 9.20.2023
- E. Approval of Banner Bank withdrawal for deposit to County: 8.25.23 (Check 1021)
- F. Affix signatures to Burial Rights.

6. Information Items

- A. Manager Report
 - 1. Burials: August
 - 2. Financial Reports: August
 - 3. Report: 23/24 FY Budget submitted to county as approved at August board meeting.
 - 4. Report: Amendments completed to Rules & Regulations per August board meeting.
 - 5. Report: Maintenance schedule and completed maintenance since August board meeting.
 - 6. Report: Re: Investment of operational (general) funds/endowment funds & use of endowment & pre need income.
 - 7. Report: Purchase order submitted for Bobcat E35.
 - 8. Report: Purchase of equipment per August board meeting.
 - 9. Report: Re: Laws governing non- resident fees and current disclosures to customers.
- B. Board Chair and/or Board Members' Activity Reports
- C. Recess to Closed Session: With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Title: Maintenance Worker I & Maintenance Worker II.

Items for Board Discussion and/or Possible Action

- A. Consider compensation increase for Maintenance Worker I & Maintenance Worker II.
- B. Discuss & review progress of 5-year Strategic Plan.
- C. Discuss & and possibly approve niche design and improvements.
- D. Discuss & review tractor estimates and possibly approve tractor purchase.
- E. Discuss plans for development of Forest Fountain.
- F. Review estimates & possibly approve purchase of Infant/Urn Lowering Device & Casket carriage.
- G. Review CPA audit proposals for 22/23 fiscal year and select auditor.

- H. Discuss & consider hiring an additional temporary employee for completion of special projects.
- I. Discuss & consider approving temporary memorial walls, decorations, and offering luminaries to families of decedents for week of Dia De Los Muertos.
- J. Consider transferring an additional \$12,000 to the Economic Uncertainty Reserve based on last FYE revenue.
- K. Discuss & consider adoption of Mission Statement for district.
- L. Authorization to dispose of or sell old office chairs.

D. Board Members' General Announcements and Comments

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: 9.18.2023

Wendy Pauling
Clerk of the Board

Note: District Trustees shall hold regularly scheduled meetings on the 3rd Thursday of each month at the cemetery office starting at 3 PM.