

Book

Chester Cemetery District  
Board of Directors Meeting Agenda  
March 10, 2020 @ 1:00pm  
Chester Cemetery Office, 1400 Hwy 36, Chester

**Public Comment Period:**

Persons wishing to address the Board on non-agenda items shall limit their comments to 3 minutes. The Board values public input but cannot take action on non-agenda items. They will consider the comments for future action. Public comment on agenda items will be held as that item is considered. Please limit comment time to 3 minutes. Please wait to comment until recognized by the Chairman.

1. **Call to Order**
2. **Public Comment**
3. **Approval of the February 11, 2020 Minutes meeting** – Discussion and possible action
4. **Treasurer’s Report for February 2020** – Discussion and possible action
5. **Manager’s Report for February**
6. **Communications/Correspondence**
7. **Old Business**
  - a. Policy Manual – Discussion and possible action
  - b. New Columbarium – There is a need for more niches. Research is being done on costs. – Discussion and possible action.
  - c. Audit – The auditor has been contacted. The audit should be done next month. – Information only.
  - d. Forms 700 – Only one outstanding. Information only
  - e. General Manager’s Job Description – An updated job description was passed out for review. Discussion and possible action.
  - f. Update the Cemetery Holiday Schedule. – Discussion and possible action
8. **New Business**

a. Conferences and classes for General Manager and Board Members – The Special District Leadership Academy Conference is in South Lake Tahoe September 27 -30. There are scholarships available. See handout.

There is a “Understanding the Brown Act class in Fresno on March 25<sup>th</sup>. This is a good workshop to get your foot in the door on the Brown Act.

There is a “CA Public Records Act Fundamentals” class in Anderson on July 16, 2020. The General Manager would like to attend. Board Members are invited also.

b. Price Increase - Raising the prices for a few of our services. Saturday, Sunday and holiday funeral services. Headstone installation. Discussion and possible action.

c. Relief for the General Manager when days off are required. - The new Manager had plans on the schedule before she became the Manager. It was thought that there would be someone to cover. That is not working out, at the moment. Discussion and possible action.

## 9. Adjournment

Next regularly scheduled meeting is Tuesday April 14, 2020 at 1:00pm.

*Approved 5-12-2020  
R. Gettle Bsd. Sec.*