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NOTICE

MONTHLY BOARD MEETING OF
THE BOARD OF TRUSTEES
OF
ELK GROVE – COSUMNES CEMETERY DISTRICT

Thursday, January 10th, 2018 at 2:00 p.m.

at the District office

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is a need to take immediate action, and the need to for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details concerning agenda items are available for public reference during normal working hours at the District Office.

1. Call of Order
2. Roll call of the Board

The Board of Trustees of Elk Grove – Cosumnes Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meeting. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

3. Public comment on any agenda item – Open or Closed
4. Consent Calendar **Refer to:**
 - A. Approval of minutes for December 6th Special Board Meeting – (1)
 - B. Approval of minutes for December 13th Board Meeting (2)
 - C. Approval of Receipts, Payroll and Claims – (3)
5. Discussion and/or Possible Action items:
 - A. Projects
 - 1) Audit Recommendations #1-7 – (4)
 1. QuickBooks –
 2. Inventory Control Policy –
 3. Capital Assets Policy –
 4. Access to ALL Bank Account Information –
 5. District Record Keeping –
 6. Legal Counsel (District and Renter) –
 7. Balance Sheet Accounts –

- 2) Project Planning Binders –
 - 1. Franklin Cemetery –
 - 2. Elk Grove Cemetery –
 - 3. Hilltop Cemetery –
 - 4. Pleasant Grove Cemetery –
 - 5. San Joaquin Cemetery –
 - 6. Elder Creek Cemetery –
 - 7. Kent Street Shop –
 - 3) Database project –
 - 4) Mutual aid pact development project –

 - B. Staffing
 - 1) Status of grounds keeping staffing –
 - 2) Policies (current, revised, new) –

 - C. Equipment
 - 1) New equipment status –
 - 2) Planned acquisitions –

 - D. Special activities
 - 1) Memorial Day –

 - E. Land acquisitions/transactions
 - 1) Acquiring land within the planned development of County (northeast quadrant of the District) –

 - F. Pending meetings –

 - G. Report from District Manager and Board members about other meetings
 - 1) LAFCO Commission –
 - 2) Cemetery Commission –

 - H. New business –

 - I. Executive Session: Closed (if necessary)
- All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustees, and those employees and consultants invited by the Board, may discuss and/or act on those items listed below. Once the closed session has ended, the Board meeting will be reconvened in open session. The Chairman or the presiding officer will make any announcements required by the Brown Act relative to reportable actions taken during the closed session.
- J. Reconvene to Open session/Closed session report

 - K. Adjournment

This agenda was posted 3rd January 2019. Also available at www.egccd.com