

ALTA CEMETERY DISTRICT
BOARD OF DIRECTORS MEETING
DECEMBER 15, 2020

THIS BOARD MEETING WAS HELD VIA CONFERENCE CALL ON PHONE NUMBER (508) 924-1684 AND WAS OPEN FOR PUBLIC PARTICIPATION PURSUANT TO THE BROWN ACT.

1. CALL TO ORDER BY BOARD CHAIR LYNN SIMMONS AT 12:01 P.M.
Board members in attendance were: Lynn Simmons, Jeff Belknap, Benita Cortez and Marcia Williams.
2. PUBLIC INPUT: None
3. CONSENT CALENDAR:
A motion was made by Marcia Williams to approve all items as presented on the consent calendar for the month of November. The motion was seconded by Jeff Belknap. Ayes: M. Williams, J. Belknap, B. Cortez and L. Simmons. Noes: None. Motion carried. 01-12152020
4. OLD BUSINESS: None
 - a. Pandemic Guidelines - Policy# 2045
After review and discussion, a motion was made by Benita Cortez and seconded by Jeff Belknap to accept Policy# 2045 to be included in the Employee Handbook. Ayes: B. Cortez, J. Belknap, M. Williams and L. Simmons. Noes: None. Motion carried. 02-12152020
5. NEW BUSINESS:
 - a. Rental Agreement for mobile home tenant
After review and discussion, a motion was made by Marcia Williams and seconded by Jeff Belknap to approve the Rental Agreement for current and future mobile home tenants. Ayes: M. Williams, J. Belknap, B. Cortez and L. Simmons. Noes: None. Motion carried. 03-12152020
 - b. Tulare County Resolution for Revolving Funds
After review and discussion, a motion was made by Jeff Belknap and seconded by Benita Cortez to approve the Revolving Fund Account Resolution to be given to Tulare County Auditor/Treasurer. Ayes: J. Belknap, B. Cortez, M. Williams and L. Simmons. Noes: None. Motion carried. 04-12152020
 - c. COVID-19 Prevention Plan
After review and discussion, a motion was made by Marcia Williams and seconded by Benita Cortez to approve the COVID-19 Prevention Plan as presented. Ayes: M. Williams, B. Cortez, J. Belknap and L. Simmons. Noes: None. Motion carried. 05-12152020
 - d. Wage review and adjustment(s) due to minimum wage increase effective 1/1/2021
After review and discussion, no action was taken.
 - e. Performance Bonuses
After review and discussion, a motion was made by Jeff Belknap and seconded by Marcia Williams to approve performance bonus paychecks of a net \$100 for all employees in lieu of gift cards approved at the November 17, 2020 board meeting. Ayes: J. Belknap, M. Williams, B. Cortez and L. Simmons. Noes: None. Motion carried. 06-12152020
6. ORAL COMMUNICATIONS: Directors/Staff - No action.
7. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: None

8. ADJOURNMENT:

The meeting was adjourned at 12:57p.m. by Board Chair, Lynn Simmons.

Respectfully submitted,

Robin Ogata

Robin Ogata

Date Approved 1-19-2021

Lynn Simmons
LYNN SIMMONS

Jeff Belknap
JEFF BELKNAP

vacant

Marcia Williams
MARCIA WILLIAMS

Benita Cortez
BENITA CORTEZ