

**ALTA CEMETERY DISTRICT
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2023**

1. CALL TO ORDER BY BOARD CHAIR, BENITA CORTEZ AT 12:02 P.M.
Board members in attendance were: Benita Cortez, Linda Faust, Lynn Simmons and Marcia Williams. Guest: Jacob Browne.
2. PLEDGE OF ALLEGIANCE
3. PUBLIC INPUT:
None
4. CONSENT CALENDAR:
A motion was made by Marcia Williams to approve all items on the consent calendar as presented for the month of January. The motion was seconded by Lynn Simmons. Ayes: M. Williams, L. Simmons, L. Faust and B. Cortez. Noes: None. Motion carried. 01-02212023
6. NEW BUSINESS:
 - a. Guest, Jacob Browne, regarding accessibility to board meetings and pandemic restrictions.
The Trustees thanked Mr. Browne for his input. Updated pandemic restrictions were included in agenda item 6.b. No action taken or needed on agenda item 6.a.
 - b. Review/update to Graveside rules/restrictions
Discussion to increase graveside time from 45 minutes to 60 minutes, to reduce the distance for viewing the lowering from 50 feet to 25 feet, and standard set-up of 22 chairs for all burial types. A motion was made by Lynn Simmons and seconded by Linda Faust to approve the discussed changes. Ayes: L. Simmons, L. Faust, M. Williams and B. Cortez. Noes: None. Motion carried. 02-02212023
 - c. Review/update to Rules of Decorum
After review of the Rules of Decorum, adopted April 8, 2019, a motion to approve with updates to item 1. Regular meetings, and item 8. Agenda Organization, was made by Lynn Simmons and seconded by Linda Faust. Ayes: L. Simmons, L. Faust, M. Williams and B. Cortez. Noes: None. Motion carried. 03-02212023
 - d. Employee #1007 request for two weeks vacation pay-out
After discussion, a motion was made by Lynn Simmons and seconded by Linda Faust to approve the two week vacation pay-out for employee #1007. Ayes: L. Simmons, L. Faust, M. Williams and B. Cortez. Noes: None. Motion carried. 04-02212023
 - e. Resignation of Trustee
A letter of resignation was received from Trustee Jeff Belknap, effective upon the appointment of his successor. After discussion, a motion was made by Lynn Simmons and seconded by Linda Faust to accept Mr. Belknap's resignation. Ayes: L. Simmons, L. Faust, M. Williams and B. Cortez. Noes: None. Motion carried. 05-02212023
 - f. Review/approval of Board Member Orientation Handbook
After review and discussion, a motion to approve the new Board Member Orientation Handbook was made by Linda Faust and seconded by Lynn Simmons. Ayes: L. Faust, L. Simmons, M. Williams and B. Cortez. Noes: None. Motion carried. 06-02212023
 - g. Form 700 - Statement of Economic Interests to be given to Trustees-No action needed.
2022 Form 700 was collected from three Trustees. No action needed or taken.
7. ORAL COMMUNICATIONS: Directors/Staff - No action taken or needed.
8. CLOSED SESSION: None
9. ADJOURNMENT:
The meeting was adjourned at 12:58 p.m. by Board Chair, Benita Cortez.

Respectfully submitted,

Robin Ogata

Robin Ogata

Date Approved 3-21-2023

Benita Cortez

BENITA CORTEZ

Lynn Simmons

LYNN SIMMONS

VACANT

Linda Faust

LINDA FAUST

Marcia Williams

MARCIA WILLIAMS