

ALTA CEMETERY DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 16, 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 12:03 P.M.
Board members in attendance were: Lynn Simmons, Jeff Belknap, Benita Cortez, Scott Harness and Marcia Williams.
2. PUBLIC INPUT:
None
3. CONSENT CALENDAR:
A motion was made by Marcia Williams to approve all items on the consent calendar for the month of May. The motion was seconded by Benita Cortez. Ayes: M. Williams, J. Belknap, B. Cortez, S. Harness and L. Simmons. Noes: None. Motion carried. 01-06162020
4. OLD BUSINESS:
 - a. None
5. NEW BUSINESS:
 - a. 2020/2021 Budget Review/Approval
After review, a motion was made by Marcia Williams to approve the 2020/2021 Budget as presented. The motion was seconded by Jeff Belknap. Ayes: M. Williams, S. Harness, J. Belknap, B. Cortez and L. Simmons. Noes: None. Motion carried. 02-06162020
 - b. 2020/2021 Employee Salary/Benefit Package Review/Approval
After review and discussion, a motion was made by Jeff Belknap to approve a 3% cost of living wage increase for the grounds and front office staff, effective July 1, 2020. The motion was seconded by Benita Cortez. Ayes: S. Harness, J. Belknap, B. Cortez, M. Williams and L. Simmons. Noes: None. Motion carried. 03-06162020
 - c. 2020/2021 Workers Comp Insurance Review/Approval
After reviewing and discussing the offer of coverage from Employer's Compensation Insurance Company, a motion was made by Marcia Williams and seconded by Scott Harness to accept the offer of coverage at the \$25,640 annual premium. Ayes: M. Williams, S. Harness, B. Cortez and L. Simmons. Abstain: Jeff Belknap. Noes: None. Motion carried. 04-06162020
 - d. Fee Review/Adjustments

After review and discussion, a motion was made by Jeff Belknap to increase the vault fee from \$561 to \$585 to cover district cost increase and adjust equipment/handling fee for even dollar total. The motion was seconded by Scott Harness. Ayes: J. Belknap, S. Harness, B. Cortez, M. Williams and L. Simmons. Noes: None. Motion carried. 05-06162020
 - e. Cemetery Rules and Regulations - Update
No action taken. Cemetery Rules and Regulations to reviewed by legal and presented at future meeting.
6. ORAL COMMUNICATIONS: Directors/Staff
No action.

7. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: District Manager 2020/2021 Contract

The Board of Trustees went into closed session at 1:00pm to discuss manager's performance and 2020/2021 Contract of Employment. After returning to public session at 1:21 pm, a motion was made by Marcia Williams to approve a 5% wage increase, effective July 1, 2020. The motion was seconded by Benita Cortez. Ayes: M. Williams, B. Cortez, J. Belknap, S. Harness and L. Simmons. Noes: None. Motion carried. 06-06162020

A motion was then made by Scott Harness and seconded by Marcia Williams to approve a \$1,000 performance bonus for the manager. Ayes: S. Harness, M. Williams, B. Cortez, J. Belknap and L. Simmons. Noes: None. Motion carried. 07-06162020

8. ADJOURNMENT:


A motion to adjourn at 1:31p.m. was made by Jeff Belknap and seconded by Benita Cortez. All approved. Motion carried.


Respectfully submitted,



Robin Ogata

Date Approved 8-18-2020




LYNN SIMMONS

JEFF BELKNAP

resigned

SCOTT HARNESS



MARCIA WILLIAMS

BENITA CORTEZ