

**ALTA CEMETERY DISTRICT
BOARD OF DIRECTORS MEETING
JULY 18, 2023**

1. CALL TO ORDER BY BOARD CHAIR, BENITA CORTEZ AT 12:01 P.M.
Board members in attendance were: Benita Cortez, Linda Faust, Charles Hulseley, Lynn Simmons and Marcia Williams.
2. PLEDGE OF ALLEGIANCE
3. PUBLIC INPUT:
None
4. CONSENT CALENDAR:

Robin Ogata, District Manager, noted the Manager's Report and Financial Report for the month of June will be corrected at the August Board of Directors meeting due to the Fresno and Tulare County reports not being available at this time. A motion was made by Linda Faust and seconded by Marcia Williams to approve all items on the consent calendar as currently presented for the month of June. Ayes: L. Faust, M. Williams, C. Hulseley, L. Simmons and B. Cortez. Noes: None. Motion carried. 01-07182023
5. OLD BUSINESS:
 - a. Annual Organizational Meeting
After discussion, Lynn Simmons nominated Benita Cortez for Board Chairperson and Charles Hulseley for Board Vice-Chairperson. A motion was made by Linda Faust and seconded by Lynn Simmons to elect Benita Cortez for Board Chairperson and Charles Hulseley for Board Vice-Chairperson. Ayes: L. Faust, L. Simmons, M. Williams, C. Hulseley and B. Cortez. Noes: None. Motion carried. 02-07182023
6. NEW BUSINESS:
 - a. Funding of Employee Retirement accounts FYE 6/30/2023
After discussion, a motion was made by Lynn Simmons and seconded by Linda Faust to fund employee retirement accounts in the amount of \$36,412 for fiscal year ending 6/30/2023. Ayes: L. Simmons, L. Faust, C. Hulseley, M. Williams and B. Cortez. Noes: None. Motion carried. 03-07182023
 - b. CAPC Annual Education Seminar & Area Meeting in Sacramento, CA, October 6-7, 2023
After discussion, a motion was made by Lynn Simmons and seconded by Linda Faust to approve attendance of up to three persons at the CAPC Annual Education Seminar in October 2023. Ayes: L. Simmons, L. Faust, C. Hulseley, M. Williams and B. Cortez. Noes: None. Motion carried. 04-07182023
 - c. Updates to Employee Job Descriptions
Discussion to update and create employee job descriptions. It was recommended that the manager obtain job descriptions from other Special Districts to incorporate into the updates for Alta Cemetery District. Discussion only. No action taken or needed.
7. ORAL COMMUNICATIONS: Directors/Staff - No action taken or needed.
Discussion regarding maintenance of grounds and plans for improving soil and fall removal of the remainder of Cypress trees, replanting with Crape Myrtle.
8. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: District Manager
The Board of Directors went into closed session at 12:27pm to discuss the performance of the district manager and the district manager's contract for fiscal year ending June 30, 2024. The board reconvened in public session at 12:57pm. A motion was made to award a \$1,000 net performance bonus to the manager and a 6% wage increase for the fiscal year July 1, 2023 to June 30, 2024 by Lynn Simmons and seconded by Linda Faust. Ayes: L. Simmons, L. Faust, C. Hulseley, M. Williams and B. Cortez. Noes: None. Motion carried. 05-07182023
9. NEXT REGULAR MEETING: August 15, 2023

10. ADJOURNMENT:

The meeting was adjourned at 1:11 p.m. by Board Chair, Benita Cortez.

Respectfully submitted,

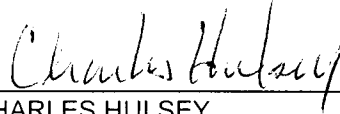


Robin Ogata

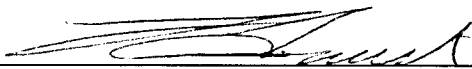
Date Approved 8-15-2023



BENITA CORTEZ



CHARLES HULSEY



LINDA FAUST



LYNN SIMMONS



MARCIA WILLIAMS