

# ALTA CEMETERY DISTRICT

Office of

## SMITH MOUNTAIN CEMETERY

42088 ROAD 100

DINUBA, CALIFORNIA 93618

PHONE (559) 591-3348 / FAX (559) 591-1008

BOARD OF TRUSTEES

MONTHLY MEETING AGENDA

TUESDAY, JANUARY 25, 2022

CEMETERY OFFICE - 12:00P.M.

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE
3. PUBLIC INPUT: NOTICE TO THE PUBLIC: At this time , members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes before the Board consideration. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak. At all times, please state your name and address for the Board.
4. CONSENT CALENDAR: NOTICE TO THE PUBLIC: Background information has been provided to the Board on all matters listed under the Consent Agenda, and these items are considered to be routine by the Board. All items under the Consent Agenda are normally approved by one motion. If discussion is requested by any Board member on any item, that item will be removed from the Consent Agenda if separate action is required.
  - a. Approval - Minutes NOVEMBER 30, 2021 Meeting
  - b. Approval - Manager's Report NOVEMBER 2021
  - Approval - Financial Report NOVEMBER 2021
  - Approval - Manager's Report DECEMBER 2021
  - Approval - Financial Report DECEMBER 2021
  - c. Approval - Claims Accounts Payable/ratify for the month of NOVEMBER 2021
  - Approval - Claims Accounts Payable/ratify for the month of DECEMBER 2021
  - d. Approval - \$731.00 Pre-Need Fund Transfer to General Fund
  - e. Approval - \$21,086.00 Endowment Fund Transfer to County of Tulare - November/December 2021
  - f. Approval - \$0.00 Transfer from County to Accounts Payable checking account
  - g. Approval - \$69,621.47 Transfer to County (Fund 703) from Accounts Receivable checking account
5. OLD BUSINESS: None
6. NEW BUSINESS:
  - a. Employee #1003 request for 2 weeks vacation payout Action Item
  - b. CAPC Annual Conference, March 10-12, 2022, in Monterey, CA Action Item
  - c. Revision to Policy #2030 - Holidays Action Item
  - d. Bank Signatories Action Item
  - e. Default on Contract #2600 Action Item
  - f. Review/Update COVID-19 Prevention Program Action Item
  - g. Review/Approval of June 30, 2021 Financial Audit Action Item  
Presented by Auditor, Garry Riezebos, CPA
  - h. Form 700 - Statement of Economic Interests
7. ORAL COMMUNICATIONS: Directors/Staff
8. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
9. ADJOURNMENT: