

The Board of Trustees meeting of the Porterville Public Cemetery District held Friday May 29, 2020 at 7:00 a.m. at the District Office.

**PRESENT:** Trustee Phil Larson, Trustee Dolores Garcia, Trustee Steve Chamberlain. Also present Larry McKelvy & Tina Bonilla.

**BOARD ORDER:** Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for April 2020 payroll in the amount of \$36,262.72 and the bills for April 2020 in the amount of \$8,264.33. This was approved on a motion by Steve Chamberlain and seconded by Dolores Garcia. Motion carried.

**MINUTES:** After a review of the minutes for February 2020 the Board moved to have them approved. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**PUBLIC COMMENT:** None

**POLICY REVIEW:** **Harassment, Discrimination, and Retaliation Prevention Policy:** Manager Larry McKelvy informed the Board that he had looked at the Health & Safety Code, the Government Code of California, and that he had found that we needed to add Transgender and Religious Creed to our policy. After reviewing this policy the Board agreed to the additional wording. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**MISC. DISCUSSION:** ① **Niches:** Manager Larry McKelvy informed the Board that he talked to Chris from OM Stones and that he said he is hoping to have the Niches installed by the end of the fiscal year and that the Covid-19 has stopped them from completing this earlier as scheduled. ② **Alarm-New Shop:** Larry informed the Board that the shop had been broken into and that the 4x4 Gator had been stolen and that he had contacted the Sheriff's Department and made a report. Also that Dustin Small had gotten information from the internet about the location of the Gator. Dustin contacted me about this and I contacted the Sheriff's and we meet them at this location and were able to recover the Gator. The Gator had some damage to it but Dustin was able to make the repairs so that we could use it. Larry informed the Board that we need to have an alarm system installed in this shop. Larry presented the Board with the options we have for this and the cost of this installation with Pacific Security Alarm. After a discussion the Board agreed to have an alarm system installed at Larry's recommendation. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried. ③ **Projects:** Larry informed the Board that he would like to look into redoing the front entrance roads and having the roads repaired throughout the Hillcrest Cemetery. Larry presented the Board with a Budgeting only proposal to have this done. After a discussion the Board agreed to budget for this project for the 2020-2021 fiscal year. ④ **Covid-19:** Larry asked the Board their thoughts on the restrictions the District should consider during stage 3 of this pandemic. Larry suggests staying cautious. The Board agreed to this.

**PERSONNEL:** ① **New Employee:** Larry informed the Board that we had hired an individual through United Staffing and that he started 5/18/2020. ② **Employee Probation Period:** Larry informed the Board that Lupe Rodriguez had completed his 6 month probationary period and that he will be receiving \$1.00 hr. pay increase starting June 1<sup>st</sup>, 2020.

**EQUIPMENT:** ① **SJVAPCD-Electric Buggies:** Larry informed the Board that we had received the refund check for the electric gators and that it was deposited in the general fund account. ② **4x4 Gator:** This was discussed earlier with the alarm system.

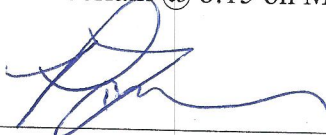
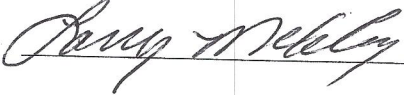
**CEMETERY GROUNDS OPERATIONS:** ① Manager Larry McKelvy informed the Board of the burials for April 2020. ② **Baby Section Flowers:** After a discussion the Board agreed to the employee's suggestion to change clean up to every month instead of every 3 months. Tina presented the Board with an updated pamphlet. After a review of the pamphlet the Board agreed to this. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. ③ **Saturday Service Letter:** Tina presented a letter to the Board for review on the guidelines that will be expected to begin Saturday Services. Dolores Garcia suggested changing wording from (will) to (must). The Board agreed that once the change was made it would be great, but we should wait for about a month for Covid-19 reasons.

**SUGGESTION BOX:** None

**OTHER:** ① Trustee Phil Larson expressed his concerns about office training incase both Larry and Tina were out of the office at the same time. We informed the Board that we would give Richard more training or train another employee. The Board also expressed their appreciation and how valuable Larry and Tina are to the District,

**ADJOURNED:** The Board Meeting was adjourned on a motion by Dolores Garcia and Seconded by Steve Chamberlain @ 8:15 on May 29, 2020.

SIGN BOARD MINUTES:

  
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