

The Board of Trustees meeting of the Porterville Public Cemetery District held Friday August 28, 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 June 2020 payroll in the amount of \$38,344.02 and July payroll in the amount of \$38,450.67 and the bills for June 2020 in the amount of \$58,884.15 and July 2020 bills in the amount of \$8,987.36. This was approved on a motion by Steve Chamberlain and seconded by Dolores Garcia. Motion carried. Trustee Dolores Garcia asked about the districts insurance and if we have shopped around. Larry informed her that since we have been with GSRMA we have not looked elsewhere, Larry also explained that GSRMA provides services for public agencies throughout California and has multiple resources that we can use such as an Attorney we can talk with, training for employees online services such as Target Solutions.

MINUTES: After a review of the minutes for June 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. There was no Board Meeting in July

PUBLIC COMMENT:

**PINE, PEDRONCELLI
& AGUILAR:**

Engagement Letter: Larry presented the Engagement Letter to the Board and informed them that the wording is the same as previous years other than the cost is not to exceed \$12,000.00. Trustee Phil Larson asked if we could get a figure on how much other cemeteries are paying. Phil Larson signed the Engagement Letter so Pine, Pedroncelli & Aguilar could get started. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried.

BIENNIAL REVIEW

CONFLICT OF INTEREST: After a review of the Porterville Cemeteries Conflict of Interest Code, the Designated Positions and the Disclosure Categories Trustee Phil Larson found a typo and asked to have this changed, once this is changed the Board agreed that no change or amendment is needed.

MISC. DISCUSSION: ① **Covid-19:** Manager Larry McKelvy asked the Board for their advice and thoughts on what can be done to help staff once we have used the mandated time allotted for Covid-19. The Board suggested contacting Golden State Risk Management Authority and contacting the California Association of Public Cemeteries and see what their recommendations are and what can be done legally. Larry informed the Board that he would contact them and see if they can help with this. ② **Niches:** Larry asked the Board about either having benches installed in between the new niches or making these available for sale. After a discussion the Board asked to get a cost to have

benches installed and bring to the September board meeting. ③ **Resolution-Petty Cash:** Larry informed the Board that he had received an e-mail from the county stating that the District needs a resolution and bonding for our petty cash account. Larry presented the Board a resolution for our petty cash account for \$500.00. After reviewing this it was approved with 3 eyes, 0 noes, 0 absent, 0 abstain. This was approved on a motion by Trustee Phil Larson and seconded by Trustee Dolores Garcia. Motion carried. Larry also informed the Board that employee's are bonded through our insurance company which is (GSRMA) Golden State Risk Management Authority. ④ **CAPC:** Larry informed the Board that we had received a questioner asking if the Board of Trustee's would attend the conference in March 2020 due to the Covid-19. The Board said that they would not know until it got closer to that time to see how this virus is at that time.

PERSONNEL: Larry informed the Board that Tyler Van Gaasbeek had completed his 520 hrs with United Staffing and that we would be bringing him on as a cemetery employee starting September 1st, 2020.

EQUIPMENT: 1. **Echo Trimmer:** Larry informed the Board that we had purchased a new Echo trimmer because one of the older ones no longer runs. 2. **Copy Machine:** Larry informed the Board that we had purchased a new copy machine because the old one dose not scan clearly any longer and that the hinge had broken.

CEMETERY GROUNDS OPERATIONS: ① Manager Larry McKelvy informed the Board of the burials for June 2020 and July 2020.

SUGGESTION BOX: None

OTHER: Trustee Steve Chamberlain asked about the employee's with the air quality and the heat being so bad. Larry informed the Board that when it is like that they take care of what has to be done and take breaks more frequently.

ADJOURNED: The Board Meeting was adjourned on a motion by Steve Chamberlain and Seconded by Dolores Garcia @ 8:23 on August 28, 2020.

SIGN BOARD MINUTES:




