

The Board of Trustees meeting of the Porterville Public Cemetery District held Friday September 25, 2020 at 7:03 a.m. at the District Office.

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

BOARD ORDER: Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for August 2020 payroll in the amount of \$38,450.70 and August 2020 bills in the amount of \$21,935.80. This was approved on a motion by Steve Chamberlain and seconded by Dolores Garcia. Motion carried.

MINUTES: After a review of the minutes for August 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.

POLICY REVIEW: **Spending Authority-Manager:** Larry presented the Board with a copy of this Policy. After reviewing this and a discussion the Board agreed that there was no changes necessary.

PUBLIC COMMENT: None

MISC. DISCUSSION: ① **Covid-19:** Larry presented the Board with an e-mail that he had received from Attorney Patricia Eyres who is contracted with GSRMA for members to contact with legal question. Larry explained that he had contacted her regarding Covid-19 employee's paid sick leave of 80 hrs and what the District would be liable for after this time had been used. After reviewing this it was noted that employee's would have to use accrued sick or vacation time unless it is for one of the other reason listed in the Executive Order. ② **Niche Benches:** Larry informed the Board that a gentleman had inquired about purchasing a bench spot next to the new niches. After a discussion the Board agreed to open this up to the public at a cost of \$240.00 per spot and a \$260.00 Endowment Care charge for a total cost of \$500.00 per bench spot per Larry's suggestion. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. ③ **Health Insurance:** This was tabled to the October 30, 2020 Board Meeting. ④ **Safety Program:** Larry presented the Board a copy of the Minutes from February 25, 2011 where the \$50.00 a month incentive program was approved by the Board.

PERSONNEL: ① **Mechanic:** Larry informed the Board that our mechanics last day was September 18, 2020 and that he wants to put an ad in the recorder for this position and that he asked United Staffing to send us resumes also. The Board agreed to this. Larry suggested discussing the beginning wage for this position. After a discussion the Board agreed to start this position at \$16.50 to \$17.00 hr depending on experience and Larry is to determine this. Larry also asked if he has to use United Staffing for this, after a discussion the Board said that our 6 month probationary period is doing the same thing as USA and that if Larry feels confident about the individual that he does not

have to go through United Staffing, also mentioned was that after the 6 month probation period that there would be a \$1.00 hr increase. The Board agreed to this. ② **Salary Increase:** Larry discussed the minimum wage increase that is coming up the beginning of the year and the pay range of our employee's. After a further discussion the Board suggested Larry present the salary increases to the October Board Meeting.

EQUIPMENT: None

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

SUGGESTION BOX: None

OTHER: ① Larry informed the Board of audit costs of other districts in our area. ② Trustee Phil Larson expressed concerns in regards to the cemetery logo on our website.

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



SIGN BOARD MINUTES: _____

