

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

PRESENT: Trustee Phil Larson, Trustee Steve Chamberlain, Trustee Dolores Garcia. Also present Larry McKelvy, Tina Bonilla, and Gil Aguilar

PINE, PEDRONCELLI

& AGUILAR INC: **Financial Statement Draft Review:** Gil Aguilar went over the 2019/20 Financial Statement Draft and recommendations for the District. After an overview and discussion the Board agreed to have the Financial Statement finalized as presented. Gil mentioned that Marilou Monsivias will be coming to the office to work with Larry in QuickBooks on January 6, 2021.

BOARD ORDER: Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for November 2020 payroll in the amount of \$43,713.38 and November 2020 bills in the amount of \$12,606.81. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

MINUTES: After a review of the minutes for November 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: **Record Retention Policy:** Larry presented the Board with a copy of this Policy. Larry informed the Board that he had noticed that Agenda's were missing on Appendix "A" of this policy and the adoption date was not entered on this either and that he had added this to the policy. After reviewing this and a discussion the Board agreed that we should add a Destruction of Records process to this and make adjustments to the time frame of Retention of Documents to minimize time frames as long as they meet state requirement for this process and bring to the January 2021 Board meeting.

PUBLIC COMMENT: None

MISC. DISCUSSION: ① **Irrigation Quotes:** Larry informed the Board that we had received two quotes and that we are waiting on quotes from Rain for Rent and Exeter Irrigation. After a discussion the Board agreed to wait for additional quotes and bring to the January 2021 Board Meeting for review. ② **Crabtree Fence:** Larry informed the Board that Spence Fence will be starting on this project after the 1st of the year. Trustee Phil Larson asked about the property line and the outer fence of this Cemetery. Larry said he would look into this. ③ **East Gate-Olive Street:** Larry informed the Board that we had received a check for \$2,160.00 from the individual that hit the gates insurance company for the repair of this. ④ **Covid-19:** Larry informed the Board that we have one employee out on EFMLA for care of a child.

PERSONNEL: ① None

EQUIPMENT: **4x4 Gator-Restitution Payment:** Larry informed the Board that we had received a check of \$1,752.00 from Tulare County Restitution Department for the damage that was done when this vehicle was stolen.

CEMETERY GROUNDS OPERATIONS: ① Manager Larry McKelvy informed the Board of the burials for November 2020. ② **Vault Pricing:** Larry informed the Board that Christy Vault is raising their prices on companion vaults \$23.00 and oversize vaults \$8.00 beginning January 1, 2021 and asked if we should be adjusting our prices also. After a discussion the board agreed to leave our pricing as is for now and re-evaluate at a later date.

SUGGESTION BOX: None

ADJOURNED: The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and Seconded by Trustee Dolores Garcia @ 8:27 on December 29, 2020.

SIGN BOARD MINUTES: _____
