

The Board of Trustees meeting of the Porterville Public Cemetery District held Friday January 29, 2021 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.

ELECTION OF

OFFICERS: After a discussion the Board agreed to continue as previously elected which is as follows, Chairperson Phil Larson, 1st Vice Chairperson Dolores Garcia, and 2nd Vice Chairperson Steve Chamberlain. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried.

BOARD ORDER: Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for December 2020 payroll in the amount of \$42,886.68 and December 2020 bills in the amount of \$13,640.17. 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 December 2020 the Board moved to have them approved. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried.

PINE, PEDRONCELLI

& AGUILAR:

Larry presented the Board with the finalized copies of the Financial Statement for the Porterville Public Cemetery District.

POLICY REVIEW: **Record Retention Policy:** Larry presented the Board with a revised copy of this policy with destruction of records instructions added to this policy and a simplified version of retention years. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

PUBLIC COMMENT: **Anna Magana:** Anna was moved from personnel. Larry informed the Board that he had received a phone call from Anna Magana wanting to say thank you to the district for having the fence at the Crabtree Cemetery replaced. Also that Anna wanted to make it to this meeting to show her appreciation in person but was unable to attend.

MISC. DISCUSSION:

① **Irrigation Quotes:** Larry informed the Board that we had received the quote from Rain for Rent and that it was not quoted at prevailing wage and that this quote did not include sales tax. Larry mentioned that he had contacted Kaeli Fite and informed her of this and she said she would get this adjusted and sent back to us. Larry received an e-mail from Kaeli the morning of the meeting stating that she was not able to get this completed in time. Larry informed the Board that he received this quote the day before this meeting also that they have had 2 months to get this completed. After a discussion the Board agreed to have Larry contact Kaeli and see if she could get this to us as soon as possible and if needed to get this project going to call a special meeting to take care of this, the Board also asked Larry to contact Rainscape and have them revise their quote to be a combined total for this project. Larry also informed the Board that we

have had no contact from Exeter Irrigation in regards to this project. ② **Crabtree Fence:** Larry informed the Board that the fence had been completed at the Crabtree Cemetery; also Larry presented pictures of the completed fence. ③ **Covid-19 Policy:** Larry informed the Board that per Calosha we are supposed to have a Covid-19 Policy. Larry explained that Pacific Employers has a program that would create a Covid-19 Prevention Policy specific to our district with on site evaluation and provide guidance on what our company can do to prevent exposure. The price ranges from approximately 1-3 hours at \$130.00 hr. for this. After a discussion the Board agreed to do this. Trustee Steve Chamberlain mentioned that he would like to be informed of the date and time when Pacific Employers will be here doing the evaluation so he could attend this. ④ **Phone-Second Line:** Larry informed the Board that he had our phone service add a second line through our Fax line when the main line is busy because of the amount of calls we are receiving and the mortuaries not being able to contact us.

PERSONNEL: ① Anna Magana was moved to Public Comment.

EQUIPMENT: None

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

SUGGESTION BOX: None

ADJOURNED: The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and Seconded by Trustee Dolores Garcia @ 8:22 on January 29, 2021.

SIGN BOARD MINUTES: _____
