The Board of Trustees meeting of the Porterville Public Cemetery District held Friday October 29, 2021 at 7:03 a.m. at the District Office.

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

**PLEDGE OF ALLEGIANCE:**

**BOARD ORDERS:** Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for September 2021 payroll in the amount of $40,894.37 and September 2021 bills in the amount of $48,853.90. 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 September 2021 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:** **Contractor Verification of Insurance & Non-Contracted Entities Verification of Insurance:** After reviewing these policies the Board asked Larry to contact our insurance carrier (Golden State Risk Management Authority) and see if we can e-mail copies of these policies to them so that they can see if our policies are in compliance with their guide lines.

**PUBLIC COMMENT:** None

**MISC. DISCUSSION:** **①** **Covid-19:** Larry informed the Board that we had two employees out being tested. **②** **CAPC Up-Date:** Larry went over what was discussed at this meeting with the Board. **③** **Hillcrest Roads:** Larry informed the Board that he had received a quote from Bartlett Construction and Vollmer Construction is putting together a quote, also that he has left messages with Hoffman General Engineering and Denny McCowan General Engineering and that at this time there has been no contact with them. **④** **Calpers-CEPPT California Employers Pension Prefunding Trust:** Larry present the Board with literature that he had received from Jean McDonald with Calpers to review. After reviewing this the Board asked to have this tabled to the November Board Meeting for further review. **⑤ Hillcrest Island Project-Boy Scouts:** Larry showed the Board before and after pictures of the completed work they done on the island.

**PERSONNEL:** **① United Staffing Associates:** Larry informed the Board that he had brought Elver Hernandez on with the District Oct. 12, 2021. **② Employees Evaluations-Salaries:** Larry presented the Board with suggestions for salary increases. After a lengthily discussion the Board made changes to the increases to adjust for the rising cost of living and rising minimum wage. These increases are as follows; Richard Bocanegra (Supervisor) moved to $22.00 hr., Tina Bonilla (Secretary) $22.00 hr., Fidel Aguilar (Irrigation) $19.00 hr., Tony Arellano (Grounds-man) $18.00 hr., David Herrera (Grounds-man) $17.50 hr., Lupe Rodriguez (Grounds-man) $17.50 hr., Michael Aguilar (Mechanic) $20.00 hr. Also that the starting wage will be $17.00 hr. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**CLOSED SESSION:** Managers Evaluation-Salary

**OPEN SESSION:** The Board agreed to a $300.00 a month increase.

**EQUIPMENT:** None

**CEMETERY GROUNDS OPERATION:** Larry McKelvy informed the Board of the burials for September 2021.

**SUGGESTION BOX:** None

**OTHER:** Larry informed Trustee Steve Chamberlain that his Harassment Training is due and that Larry is scheduling and on line class Wednesday November 10, 2021 at 10:00 am. here at the office. Also the November Board Meeting is being moved to Monday November 22, 2021 due to the holiday.

**ADJURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 9:10 on October 29, 2021.

**SIGNED BOARD MINUTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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