The Board of Trustees meeting of the Porterville Public Cemetery District held Monday November 22, 2021 at 7:07 a.m. at the District Office.

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

**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 October 2021 payroll in the amount of $43,131.87 and October 2021 bills in the amount of $14,111.98. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Phil Larson. Motion carried.

**MINUTES:** After a review of the minutes for October 2021 the Board moved to have them approved. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Phil Larson. Motion carried.

**POLICY REVIEW:** **Contractor Verification of Insurance & Non-Contracted Entities Verification of Insurance:** Larry informed the Board that he had sent copies of these Policies to Golden State Risk Management Authority for review. Larry informed the Board that everything looked good but suggested adding copies of minimum insurance requirements as exhibits to our Policy. Larry presented these requirements to the Board as part of these Policies. After reviewing these the Board agreed to the changes. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Phil Larson. Motion carried.

**PUBLIC COMMENT:** None

**MISC. DISCUSSION:** **①** **Covid-19:** Larry informed the Board that at this time there are no new issues. **②** **Hillcrest Roads:** Larry presented the Board with two quotes that he had received, one from Bartlett Construction for $219,315.00 and one from Vollmer Excavation for $287,499.00. Larry also explained to the Board that he had left multiple messages with Hoffman General Engineering and Denny McCowan Engineering and that he had not heard from either one of these contractors. After reviewing these quotes the Board agreed to go with Bartlett Construction for this project. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Phil Larson. Motion carried. The Board asked when this project would be started. Larry informed the Board that this would be started as soon as Bartlett Construction could; depending on previous projects they have and the weather. Larry informed the Board that he wants this started as soon as possible. **③** **CalPers-CEPPT California Employers Pension Prefunding Trust:** This was tabled from the October Board Meeting. The Board decided not to participate in this program at this time.

**PERSONNEL:** **① Re-visit Salaries:** Larry mention to the Board thatit was noticed that two employees were not accommodated equally after the increases which were done at the October Board meeting. Larry suggested increasing Fidel Aguilar to $20.00 hr. and Tony Arellano to $19.00 hr. After a brief discussion the Board agreed to this increase as presented. This was approved on a motion by Trustee Phil Larson and seconded by Trustee Dolores Garcia. Motion carried.

**EQUIPMENT:** None

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

**SUGGESTION BOX:** None

**OTHER:** Larry asked the Board if the December Board Meeting could be moved because he is going to be gone on vacation during the Christmas Holidays. The Board agreed to move the meeting to Wednesday December 22, 2021.

**ADJURNED:** The Board Meeting was adjourned on a motion by Trustee Phil Larson and seconded by Trustee Dolores Garcia @ 7:50 on November 22, 2021.

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

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