The Board of Trustees meeting of the Porterville Public Cemetery District held Wednesday December 22, 2021 at 7:13 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 November 2021 payroll in the amount of $49,547.18 and November 2021 bills in the amount of $16,608.64. 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 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:** **Public Records Request Policy:** Larry presented the Board with copies of this policy and informed them that he had added the Districts new phone number to this policy. After reviewing this policy the board agreed to this as revised. This was approved on a motion by Trustee Phil Larson and seconded by Trustee Steve Chamberlain. Motion carried.

**RE-APPOINTMENT:** Trustee Steve Chamberlain’s term will be ending January 1, 2022 and he has decided to continue as a Trustee for another term. Larry is to send his Board Members Special Districts Application to the Tulare County Board of Supervisors for re-appointment.

**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 informed the Board that he is waiting on the signed contract from Bartlett Construction and that they will start this project as soon as time and weather allows. **③** **Zion Luthern Church:** Larry informed the Board that Steve Scarbrough from Zion Luthern Church had contacted him in regards to having the District do their burials for them. After a discussion the Board decided there are too many unknowns and it would be unwise to get involved. Larry is to contact Steve and let him know. **④** **CAPC-Annual Conference:** Larry informed the Board of the upcoming CAPC Conference that is going to be held in Seaside, Ca. March 10-12, 2022 and went over the Conference program. Trustee Dolores Garcia may be interested. Trustee Phil Larson suggest having Larry or Tina attend also if desired.

**PERSONNEL:** **① Chris Fernandez:** Larry informed the Board that Chris’s 6 month probation period is up and he will be receiving his pay increase which will move him to $17.00 hr. **② Elver Hernandez:** Larry informed the Board that Elver will be receiving a pay increase to $15.00 hr. due to the minimum wage going to $15.00 hr. and that in April 2022 Elver’s 6 month probation period will be up and at that time he will be getting his pay increase to $17.00 hr.

**EQUIPMENT:** Larry informed the Board that we had to replace some batteries in the electric gators. Trustee Dolores Garcia mentioned solar panels for the District.

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

**SUGGESTION BOX:** None

**OTHER:** Trustee Dolores Garcia mentioned solar panels for the District. Larry is to look into who installed solar for the schools and see if it would be beneficial for the District.

**ADJURNED:** The Board Meeting was adjourned on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain @ 8:03 on December 22, 2021.

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

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