The Board of Trustees meeting of the Porterville Public Cemetery District held Friday March 25, 2022 at 7:10 a.m. at the District Office.

**PRESENT:** Trustee Phil Larson, Trustee Dolores Garcia and Trustee Steve Chamberlain. Also present Larry McKelvy, Tina Bonilla, Frank Wittich, Greg and Brian Bartlett.

**PLEDGE OF ALLEGIANCE:**

**FLAG POLE SPRINGVILLE**

**CEMETERY-FRANK WITTICH:** Frank Wittich with the VFW requested having a flag pole placed in the Springville Cemetery and that the VFW would maintain the flag pole once placed, also Frank presented a letter from a neighbor of the cemetery with concerns of the appearance of the cemetery. The Board agreed to have a flag pole placed at this cemetery and would take up maintenance issue with management.

**HILLCREST ROADS PRICING-**

**BRIAN BARTLETT:** Brian and Greg Bartlett shared an email that was sent to Larry about material cost going up and presented a change order with the material cost adjustments which is an adjustment of $18,307.70. Brian also explained that these cost could fluctuate depending on cost of asphalt and other materials. After a discussion the board agreed to this adjustment with the understanding that there could still be additional costs depending on material costs but would need to be brought to a board meeting for approval. This was approved on a motion by Trustee Phil Larson and seconded by Trustee Dolores Garcia. Motion carried.

**BOARD ORDERS:** Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for February 2022 payroll in the amount of $49,970.50 and February 2022 bills in the amount of $8,645.32. 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 February 2022 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.

**PINE PEDRONCELLI &**

**AGUILAR INC:** **2020/21 Financial Statement:** Larry presented the Board with the finalized copies of the Financial Statement. Larry explained that he had found and error with the statement and notified Marilou Monsivias and she made the correction. Larry informed the Board that the hard copies will be ready in a few days. Trustee Phil Larson questioned #3 on management points Bank of America. Larry informed the Board that the district makes a deposit on Fridays and on the following Friday we write a check to the county to transfer the previous weeks deposit out of Bank of America and into the Districts account with Tulare County. After reviewing the Financial Statement the Board approved the Financial Statement as presented.

**PUBLIC COMMENT:** **①** Tina Bonilla informed the Board that an individual had asked about having lighting installed throughout the cemetery for night time, whether it be electric or solar. The Board will take this into consideration. Trustee Phil Larson mentioned that the cemetery gates used to be closed at dusk. **②** Frank Wittich presented a letter of concern from a neighbor of Springville Cemetery earlier in this meeting.

**MISC. DISCUSSION:** **①** **Covid-19:** Larry informed the Board that there are no new issues. After a brief discussion the Board decided to take this off the agenda unless new issues arise. **②** **Hillcrest Roads:** This was moved to the beginning of the meeting. **③** **Dead Trees:** Larry presented the Board with two quotes for this project. One from Jack Benigno Tree Service for $15,973.13 and the other from Halsey’s Tree Service for $12,000.00. The Board decided to go with Halsey’s. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. **④ Flag Pole-Springville Cemetery-Frank Wittich:** This was moved to the beginning of the meeting.

**PERSONNEL:** Larry informed the Board that Elver Hernandez’s 6 month probationary period will be up April 1, 2022 and that his wage will be moving to $17.00 hr.

**EQUIPMENT: New Echo Hand Held Blower:** Larry informed the Board that the district had purchased a blower from Agri-Home Lawn & Garden.

**CEMETERY GROUNDS OPERATION:** Larry McKelvy informed the Board of the burials for February 2022.

**SUGGESTION BOX:** None

**OTHER:** **①** Larry informed Trustee Dolores Garcia that her Harassment Training is due April 8, 2022 and that Pacific Employers has an online class April 12, 2022 from 8-10am and that he would have Pacific Employers send the link to her email. **②** The April 29, 2022 Board Meeting will be moved to April 22, 2022.

**ADJURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 8:31 on March 25, 2022.

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

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