The Board of Trustees meeting of the Porterville Public Cemetery District held Friday February 24, 2023 at 7:05 a.m. at the District Office.

**PRESENT:** Trustee Phil Larson, Trustee Dolores Garcia, Trustee Steve Chamberlain, Also present Larry McKelvy, 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 January 2023 payroll in the amount of $53,378.21 and January 2023 bills in the amount of $30,272.29. 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 January 2023 the Board moved to have them approved. This was approved on a motion by Trustee Phil Larson and seconded by Trustee Steve Chamberlain. Motion carried.

Trustee Dolores Garcia asked if there was a decision made on Marilou’s concern about Contract Sales. Larry informed her that we have this on this agenda under misc. discussion.

**POLICY:** **Emergency Expenditures-Manager:** After a discussion on this Larry proposed changing this policy to $10,000.00 and if over $10,000.00 he is to contact the Chairperson and with the Chairpersons authorization up to $20,000.00 and if a second emergency arises the Manager is to call a Special Meeting. After further discussion Trustee Phil Larson suggested contacting the (CAPC) California Association of Public Cemeteries to find out if this would be in compliance and bring back to the March 2023 Board Meeting.

**PINE, PEDRONCELLI &**

**AGUILAR:** Larry gave the Board Members the hard copies of the finalized Financial Statement.

**PUBLIC COMMENT:** **①** Larry informed the Board that we had a complaint from the Foster family about the grass, water and curbs. Larry explained to the Board that he had talked to this family by phone and informed them that we had sprayed Galigan broad leaf herbicide throughout the cemetery and that this had killed all the winter grass and weeds to get ready for the summer grass, also that we had a main line leak and the water had been off during this repair. Larry informed the Board that as for the curbs our employees blow off the curbs after each mowing day. **②** Larry mentioned to the Board that a lady had come to the cemetery with a shovel saying that she was here for her sister. Larry informed the Board that he tried talking to her but she wouldn’t listen so he called the sheriff’s office and they came and talked to her, she was escorted from the premises. **③** Tina Bonilla mention that she had people complain about the gravel roads and appearance of the Saint Anne’s Cemetery. Tina suggested small changes for now until roads can be done. After a discussion Trustee Steve Chamberlain suggested contacting Smee Homes for future plans on the adjacent property where they are planning on building homes. Trustee Steve Chamberlain is going to contact Smee Homes. Larry is to get an estimate for the roads at our Saint Anne’s Cemetery for budgeting purposes.

**MISC. DISCUSSION:** **①** **Mac General Engineering:** Larry informed the Board that he had talked to Marty Adams and that their estimated time to start this project is March 13, 2023. **② Contract Sales:** Regarding the concern our auditor has about tracking Contract Sales. Larry suggested stopping contract for services but continuing contracts for plots only. Tina suggested stopping this at the end of this fiscal year, June 30, 2023. After a discussion the Board asked to run this by Marilou with Pine, Pedroncelli & Aguilar, also Larry is to get information about this at the CAPC Meeting he will be attending in March 2023. This is to be put on the Agenda for the March Board Meeting

**PERSONNEL:** Trustee Phil Larson asked if rain gear is supplied to employees. Larry informed him that yes it is.

**EQUIPMENT:** **2005 Chevy Dump Truck:** Larry informed the Board that this truck was in the shop because the hydraulic ram had broken. Larry informed the Board that he had talked to employees about overloading the trucks especially during wet weather.

**CEMETERY GROUNDS OPERATION:** **①** Larry McKelvy informed the Board of the burials for January 2023.

**SUGGESTION BOX:** None

**OTHER:** **①** Larry informed the Board that a tree was leaning against the Mausoleum and that he had gotten two quotes, one from Jack Benigno’s for $2,275.00 and the other from Visalia tree service for $2,100.00. Larry had Visalia Tree Service remove this tree. **②** Larry informed the Board that our Form 700 is due by April 3, 2023 and gave them the form to be filled out and brought to the March Board Meeting.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Phil Larson @ 8:30 on February 27, 2023.

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

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