The Board of Trustees meeting of the Porterville Public Cemetery District held Friday March 31, 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 February 2023 payroll in the amount of $53,018.74 and February 2023 bills in the amount of $8,743.90. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

Trustee Dolores Garcia asked how often employees get new uniforms. Larry informed her that every two years the uniforms are replaced. Trustee Phil Larson questioned Crouzet Irrigation about the 6” PVC pipe. Larry informed him that we had a main line leak and that we use this size of PVC for our shared marker urn burials, also questioned was Galigan. Larry informed the Board that this is a broad leaf killer that we used on the grounds.

**MINUTES:** After a review of the minutes for February 2023 the Board moved to have them approved. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried.

**POLICY:** **Emergency Expenditures-Manager:** Larry presented the Board with the revised copy of this Policy and informed the Board that he had talked to Carol Griece (CAPC) and she said that it is the Districts Policy and the Board can set Policy as the Board deems appropriate and comfortable with. After reviewing this policy the Board agreed to this as presented. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**PUBLIC COMMENT:** **①** Trustee Dolores Garcia asked if we had any problems with the homeless after the flooding. Larry informed the Board that the only thing we have had was an individual that lives by the Vandalia Cemetery had called and said someone was living in the Porta Potty at this cemetery. Larry informed the Board that he had been over there and there was no sign of someone living in the Porta Potty. **②** Trustee Phil Larson mentioned that he had noticed the fence down at the south west side of the cemetery field. Larry informed the Board that we noticed this and have put caution tape up and that we are going to put up more gates and fence at this location.

**MISC. DISCUSSION:** **①** **Mac General Engineering:** Larry informed the Board that he had met with Nathan from Mac Engineering to go over the project and that they are waiting on the ground to dry up so they can begin work.. **② Contract Sales:** Larry informed the Board that he had inquired about district offering Contract Sales for services at the CAPC Annual Conference and that out of the 35 plus cemeteries that were there only 4 or 5 offered this. Some offered this but had stopped doing this because of tracking issues and that there are concerns about no revenue coming in over a period of years. Also mentioned was that Larry had talked to Marilou Monsivias with Pine, Pedroncelli & Aguilar about stopping contract on pre-need services. Marilou suggested shortening the contract term from 2 years to 1 year on pre-need plot sales. After a discussion the Board agreed to stop offering preneed contracts for services on June 30, 2023, the district will continue to offer pre-need contracts for plots and niches only. The District will continue a 2 year contract on pre-need sales. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried. Trustee Phil Larson suggested having a policy on contract sales. Larry is to check with other Districts to see if they have a policy on this and work on a policy and bring back to the April 2023 Board Meeting. **③** **Public Cemetery Alliance-Tina:** Larry informed the Board that PCA is having a Training Seminar at the Visalia Cemetery April 19, 2023 and Tina will be attending this meeting. The Board agreed to this. **④ Employ America:** Larry informed the Board that he had met with Brenda Burnett with Employ America and she went over what they offer. Brenda informed Larry that they do trimming and blowing grass and weeds from areas were they trim. They also provide their own trimmers and blowers. They will provide 3 people and a supervisor for 3 days a week for 3 hours each day for $1,850.00 per month. Larry informed the Board that he was going to try this company out and see how this works. After a discussion the Board agreed to this. **⑤ Jeanette Knight:** Larry informed the Board that this individual had tripped on a “T” stake that had been broke off by a vehicle running over it and fell and hit her chin and scratched her leg. She came in to the office and reported this. Jeanette later came back and said that she would like for the District to cover her doctor bills. Larry gave her a Claims Form for our insurance company to file. Golden State Risk Management is paying this claim which is $677.92.  **⑥ C.A.P.C. Annual Conference:** Larry went over the topics that were covered at this conference with the Board. (Prevailing wage), (They’re Not Your Friends, They’re Your Employees), (Harassment Training), (Contracts).

**PERSONNEL:** None

**EQUIPMENT:** **2005 Chevy Dump Truck:** Larry informed the Board that we had gotten this truck back and the hydraulic ram had been bent and is back and in use.

**CEMETERY GROUNDS OPERATION:** **①** Larry McKelvy informed the Board of the burials for February 2023. **②** Trustee Dolores Garcia asked how the new niches are selling. Tina informed her that they are selling well.

**SUGGESTION BOX:** None

**OTHER:** **①** Larry reminded Trustee Phil Larson of his Virtual Harassment Training on 4/5/2023 from 3-5 pm with Pacific Employers. **②** Larry presented the Board with ideas that Tina had about making the Saint Anne’s Cemetery look better other than paving the roads. Privacy Fence at south end of Cemetery and partially around the area where we have sand and dirt and the restroom at, putting wrought iron fence in parts of cinder block fence at front of cemetery, remove old bushes and replace with small trees. Larry informed the Board that he had gotten a quote from Anderson Fence for this and it was $44,000.00 to have privacy fence installed, Larry is waiting on Spence Fence to give us a quote.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Phil Larson @ 8:30 on March 31, 2023.

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

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