The Board of Trustees meeting of the Porterville Public Cemetery District held Friday April 28, 2023 at 7:04 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 March 2023 payroll in the amount of $53,915.56 and March 2023 bills in the amount of $29,771.69. 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 March 2023 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:** **Contract Sales Policy:** Larry presented the Board with a copy of the Pre-need Contract Sales Policy. Larry informed the Board that he had talked to multiple Cemetery Districts about their contract sales policy and none of them had a policy for this, they told Larry that the contract that their district has for the pre-need sales that the individual signs is considered their policy. After a discussion the board decided to adopt this policy as presented with 3 Ayes, 0 Noes, 0 Absent, 0 Abstain. This was approved on motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**PUBLIC COMMENT:** Trustee Phil Larson mentioned that he had ran into Frank Wittich with the Springville VFW and Frank thanked him and the District for putting the flag pole at the Springville Cemetery.

**MISC. DISCUSSION:** **①** **Mac General Engineering:** Larry informed the Board that Mac Engineering has started work on this project and that Nathan with Mac Engineering said they should be done with the concrete work by Tuesday May 2 and then start paving. **② Blair Electric:** Larry informed the Board that he had Blair Electric install a hand dryer in the outside restroom because the public has been flushing paper towel down the toilet and plugging it up. Larry informed the Board that he had to have Modern Plumbing come and unplug the toilet. **③** **Public Cemetery Alliance-Tina:** Tina went over topics that were covered at this seminar. Tina passed out an information pamphlet and informed the Board of the succession plan that was discussed at this seminar for personnel that might become unavailable such as managers, secretaries, and other employees. **④ Employ America:** Larry informed the Board that Employ America is working out well at this time. Larry explained that they supply their own equipment, trimmer line and gas. **⑤ Saint Anne’s Fence:** Larry informed the Board that he had gotten a quote from Spence Fence and this quote was for a total of $24,025.00. $15,430.00 is for the south end of this cemetery and $8.595.00 is for the fence to block off the open section of cemetery that we have sand and dirt. Anderson Fence had quoted $44,000.00 to do this project. After a discussion the Board agreed to have Spence Fence do this project. The Board agreed to have the south end done at this time. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried. Larry informed the Board that he would have our employees put privacy fence around the restroom that is at this cemetery. Also Larry is to look into what it would cost to have the roads paved at this cemetery to budget for next year 2023/24.

**PERSONNEL:** None

**EQUIPMENT:** None

**CEMETERY GROUNDS OPERATION:** **①** Larry McKelvy informed the Board of the burials for March 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 Dolores Garcia of her Ethics Training that is due May 15, 2023. **②** Larry Informed the Board that a lady came in complaining that a weight lifting belt that she had wire tied to the vase of her flat headstone had been removed. This individual was informed that per the district flower rules and regulations from April 1st to November 1st that the only items that would not be removed are items that are in the vase that comes with the headstone. She asked to have a copy of the rules and regulations and said she was going to have her attorney look at it. **③** Trustee Phil Larson asked about the employee retention credit for employers that kept employees working through the covid pandemic. Larry is to contact Marilou Monsivias the districts auditor and ask about this to see if the district is eligible for this program. **④** The Board Meeting for May has been moved to Wednesday May 31, 2023.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Phil Larson @ 8:21 on April 28, 2023.

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

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