The Board of Trustees meeting of the Porterville Public Cemetery District held Friday June 23, 2023 at 7:01 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 May 2023 payroll in the amount of $53,000.19 and May 2023 bills in the amount of $202,794.09. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**MINUTES:** **May Minutes**: After a review of the minutes for May 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.

**2023/24 BUDGET:**  Larry presented the board with two options for the 2023/24 Budget, one with the Saint Anne’s roads being updated and one without this option. Larry informed the Board that if they went with the first option he recommends transferring money from the #809 Endowment Care Interest Account to the #743 General Funds Account to cover this project. After a discussion the Board agreed to go with the first option. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. Larry is to bring a Resolution to the July 2023 Board meeting.

**PUBLIC COMMENT:** Larry informed the Board that he had received a letter with concerns about the way the cemetery looked on Memorial Day saying that she understands about the water issue but the grass was tall and should have been mowed, also that her family members did not have a flag on their headstone. Larry informed the Board that the grass gets mowed on Mondays and Tuesdays so it is one week before Memorial Day and that we are not the ones that place flags on the Veterans Headstones. Larry informed the Board that next year we will mow the grass on Thursday and Friday to prevent this issue. Larry will contact this individual and explain this to her.

**MISC. DISCUSSION:** **①** **Rules & regulations Pamphlet:** Tina Bonilla presented the Board with an updated pamphlet with the changes for not having a headstone, also what is allowed in the vase of the headstones. After reviewing this Trustee Phil Larson suggests large items with an actual size limit. Trustee Dolores Garcia suggested adding disposed of at end of item #4. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia with changes mentioned by the Board. Motion carried. **② Nunez Property:** Larry informed the Board that that he had tried contacting the owners and could not get in touch with them so he contacted County Weed Abatement and they informed Larry that they would come out and look at this and send them a letter to clean this up if in violation. **③** **Saint Anne’s Trees:** Larry informed the Board thatthe 3 trees that Gavin Tolbert’s Tree Service trimmed looks good. **④ Saint Anne’s Fence:** Larry informed the Board that this project has been completed and looks nice. **⑤ Field Fence:** Larry informed the Board that he had talked to Tony with county roads about having something done about the area of fence that keeps get run into by vehicles at this corner. He informed Larry that when his boss gets back from vacation he would bring this up to him to see what else can be done.

**PERSONNEL:** Larry informed the Board that he is in the process of changing drug testing companies because Avertest has not been out in a long time and are supposed to do quarterly testing. Larry is going to use Staff Worthy. Larry also informed the Board that he has talked to Pacific Employers about updating our handbook and adding additional holidays that we have off, having a valid driver’s license in your possession at all times while using company equipment and updating drug and alcohol testing requirements.

Larry also mentioned that he will be interviewing individuals next week to replace and employee that is no longer with us.

**EQUIPMENT:** None

**CEMETERY GROUNDS OPERATION:** Larry McKelvy informed the Board of the Burials for May 2023.

**SUGGESTION BOX:** None

**OTHER:** Larry informed the Board that the Handbook was last updated in 2018 and that the update was around $400.00.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 8:08 on June 23, 2023.

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

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