The Board of Trustees meeting of the Porterville Public Cemetery District held Friday August 25, 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 July 2023 payroll in the amount of $50,101.16 and July 2023 bills in the amount of $29,077.72. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

Trustee Phil Larson questioned “Set up Rugs” on bills. Larry informed him that these are the rugs used for services, also questioned the $250,000.00 on the Summary. Larry informed him that this was the money that was transferred per Resolution to cover the cost of the roads at the Saint Anne’s Cemetery. The Board also questioned the final pay for employees. Larry informed the Board that this is the pay for the employees that were let go.

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

Trustee Dolores Garcia asked if we need to add the amount of money transferred in the minutes. Larry informed her that it is on the summary and the resolution so we shouldn’t need it in the minutes.

**PUBLIC COMMENT:** Trustee Dolores Garcia mentioned that she has heard gossip about the cemeteries drug and alcohol testing.

**MISC. DISCUSSION:** **①** **Irrigation New Block:** Larry mentioned to the Board that he is having Jim with Rainscape give him a quote on having this project done to see if it would be beneficial to have an irrigation company complete this using all the materials we have purchased. If beneficial Larry would get other quotes. **② Saint Anne’s Roads-Trees:** Larry informed the Board that there are 3 trees that need to be removed and an Edison pole that needs to be moved to keep the roads straight as possible. Edison has removed two of the trees. Larry presented the Board with two quotes to have the 3rd tree removed, one from Visalia Tree Service for $2,800.00 and one from Gavin Tolbert’s Tree Service for $2,300.00. After a discussion the Board agreed to go with Gavin Tolbert’s Tree Service. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. Larry also informed the Board that he had talked to Jack Benigno’s Tree Service but they said that they could not compete with these other tree service companies so they would not be giving us a quote. **③** **Nunez Property:** Larry informed the Board that he had an employee push down the tall weeds with our backhoe. It was mentioned by an employee that this property had sold. Larry is to look into this and see if it has sold.

**PERSONNEL:** **①** **Grounds-man:** Larry informed the Board that he had hired grounds-men and a mechanic and that we are fully staffed at this time. **②** **Mechanic-Starting Wage:** Larry informed the Board that he had talked to Trustee Phil Larson about starting wage for the mechanic after Larry had forgotten to bring it up at June 2023 Board Meeting and Trustee Phil Larson agreed with Larry between $19.00-$20.00 hr. Larry informed the Board that he had started the mechanic at $19.00 hr. Larry also informed the board that an individual that had interviewed which was the best candidate turned the position down because not enough money. Larry suggested going forward having a floating amount of $19.00 to $23.00 hr. depending on experience to be decided by management. After a discussion the Board agreed to discuss this at the time this is needed. (Mechanics Position)

**EQUIPMENT:** **John Deere 1550 Mower:** Larry informed the Board that this mower is in the shop because the drive line had broken and it snapped off the shaft coming out of the Hydrostatic Transmission. The board asked how old this mower is and Larry informed them that this mower is about 10 years old.

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

**SUGGESTION BOX:** Cemetery employee’s asked the Board to consider changing the Safety Incentive Program amount from $50.00 to $100.00. After a discussion the Board asked Larry to contact the California Association of Public Cemeteries (C.A.P.C.) and find out if there are any restrictions on incentive amounts.

**OTHER:**

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 8:19 on August 25, 2023.

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

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