The Board of Trustees meeting of the Porterville Public Cemetery District held Friday September 29, 2023 at 7:03 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 August 2023 payroll in the amount of $49,444.78 and August 2023 bills in the amount of $23,896.05. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

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

**PUBLIC COMMENT:** None.

**MISC. DISCUSSION:** **①** **Irrigation New Block:** Larry informed the Board that he had gotten a quote from Rainscape to install the irrigation in this new block and it was $7,960.00. Larry informed the Board that he had decided to complete this project with the districts employee’s. Larry also mentioned that we will rent a trencher from Action Rental and the cost will be about $1,800.00 and we will start this around mid-October and should take about a week. **② Safety Meeting Incentive Program:** Larry informed the Board that he had talked to C.A.P.C. California Association of Public Cemeteries about incentive programs. After a discussion the Board agreed to leave this as before and continue with the same amount of $50.00. **③** **Nunez Property:** Larry informed the Board that he had talked to Stewart Title and they informed Larry that this property had sold September 2022 to Hector & Elisandra Sepulveda. Larry mentioned to the Board that he had sent a letter of interest to the Sepulveda’s about the piece of property bordering the cemetery. There has been no response yet.

**PERSONNEL:** None

**EQUIPMENT:** **John Deere 1550 Mower:** Larry informed the Board that we have not gotten this mower back yet and that when he had talked to Lawrence Tractor the cost was about $4,000.00 but they were not finished yet.

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

**SUGGESTION BOX:** None

**OTHER:** **① Pine, Pedroncelli & Aguilar, Inc.-Engagement Letter:** Larry presented the Board with the Engagement Letter to be signed by Trustee Phil Larson. Trustee Phil Larson signed this letter. Larry is to seed this to Pine, Pedroncelli & Aguilar to have them complete our Audit for 2022/23. **②** Larry also gave the Board a Trustee’s Reference Manual from the C.A.P.C.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 7:31 on September 29, 2023.

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

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