The Board of Trustees meeting of the Porterville Public Cemetery District held Friday January 26, 2024 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:**

**ELECTION OF OFFICERS:** Trustee Dolores Garcia suggested keeping this as the prior year, Phil Larson-Chairperson, Dolores Garcia-1st Vice Chairperson and Steve Chamberlain 2nd Vice Chairperson. After a discussion the Board agreed to this. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**BOARD ORDERS:** Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for December 2023 payroll in the amount of $54,465.71 and December 2023 bills in the amount of $23,579.85. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**MINUTES:** **December Minutes**: After a review of the minutes for December 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:** Larry informed the Board that a family was complaining that their flowers were picked up and that they were not Christmas flowers, this family said they were going to take legal action regarding flowers being removed from “W” block.

**MISC. DISCUSSION:** **①** **Office Windows:** Larry presented the Board with three quotes for this project. Visalia Windows for $4,110.49, Windows Plus for $5,400.00 and Tulare Glass for $ 3,040.00. Larry informed the board that he had contacted Tulare Glass and they said they would not do a prevailing wage job this small because of the paper work involved. After a discussion the Board agreed to go with Visalia Windows for this project. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. **② Oacy’s File Back Up:** Larry informed the Board that Oacy’s has started the Districts file back up. **③** **Items On or Around Headstone’s:** Larry informed the Board the items families are putting on and around headstones are becoming an issue and making it more difficult to do maintenance and complete a service while dealing with these items. During this discussion things mentioned were the size limit for items, the amount of items allowed, the Board asked to have some language and ideas on this brought back to a meeting once we have this completed for review. Also mention was a possible price increase on Up-Right Headstone section plots. **④** **Up-Dated Handbook:** Larry informed the Board that he had received the up dated handbook from Pacific Employers and that he was going to give each employee a copy of this.

**PERSONNEL:** **Employee’s 6 month Probation Periods:** Larry informed the Board that two of the new employee’s probation period has been completed and that they are doing well, also that they will be receiving a $50.00 a month pay increase. Trustee Phil Larson asked about drug testing and Larry informed him that Staff Worthy is doing this every quarter using a random test through them.

**EQUIPMENT:** **1. Mower’s:** Larry informed the Board that he had gotten prices on Kubota F3710 mower $32,000.00, John Deere 1550 $25,871.31 and John Deere Z994R zero turn mower $17,245.74. The Board mentioned checking on purchasing two of the zero turn mowers in the future. Larry informed the Board that he would have Lawrence Tractor bring a zero turn mower out to let us try it out, also mention was that our mower that is at Lawrence Tractor has been moved from Tipton to the Visalia store to be looked at, has not been fixed yet.

**2. Sod Cutter Motor:** Larry informed the Board that he had purchased a 6.5 hp motor for our old Sod Cutter because our newer one had a bearing go out. The District now has two Sod Cutters that work.

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

**SUGGESTION BOX:** None

**OTHER:** **①** Larry informed the Board that Form 700’s are due April 1, 2024, also that Trustee Phil Larson’s Ethics Training is due February 2, 2024. **②** Larry mention that the Financial Statement would be done soon and the draft would be presented at the February Board Meeting. **③** Larry informed the Board that he had been contacted by Tom Degn Chief Deputy County Council for Special Districts and offered his services for Oath of Office.  **④** The February Board meeting was moved to Thursday

February 29, 2024.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain @ 8:10 on January 26, 2024.

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

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