The Board of Trustees meeting of the Porterville Public Cemetery District held Thursday February 29, 2024 at 7:05 a.m. at the District Office.

**PRESENT:** Trustee Phil Larson, Trustee Dolores Garcia, Trustee Steve Chamberlain. Also present Larry McKelvy, Tina Bonilla and Gil Aguilar.

**PLEDGE OF ALLEGIANCE:**

**PINE PEDRONCELLI &**

**AGUILAR:** **Financial** **Statement Draft:** Gil Aguilar presented and went through the Financial Statement Draft with the Board of Trustee’s. After a discussion the Board agreed to have this finalized and Larry is to bring the finalized copies to the March 2024 Board Meeting for final approval. Gil mentioned Management Point’s #1, Contract Payment Liabilities be reviewed. Larry informed the Board that Tina and himself have been reviewing this and have found some discrepancies in QuickBooks and that Marilou Monsivias will be setting up a time to show Larry how to correctly track this in QuickBooks. Point’s #2, Contract was cancelled and Endowment fees indirectly refunded. Point’s #3, Bank of the Sierra CD being applied to Endowment Service Fees income instead of interest income. Point’s #4, Capitalization Policy of $1,000.00. Gil Aguilar suggested raising this to $5,000.00. Larry is to bring this to the March 2024 Board Meeting for review. Marilou will go over Management Points 1, 2 & 3 with Larry.

**BOARD ORDERS:** Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for January 2024 payroll in the amount of $54,587.07 and January 2024 bills in the amount of $13,318.63. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**MINUTES:** **January Minutes**: After a review of the minutes for January 2024 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:** Trustee Phil Larson asked about last month’s complaint. Larry informed him that there has been no further mention of this. (Flowers being removed from families plot).

**MISC. DISCUSSION:** **①** **Saint Anne’s Roads:** Larry informed the Board that the curbs have been installed and that once these cure they will install the asphalt. Larry also mentioned the change order that is needed to fill in void from curbs that were buried and unusable. Larry had our employee’s remove old curb. This change order was in the amount of $2,774.00. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried. **② Wreaths Across America-Veterans:** Larry informed the Board that Keily Garcia had contacted him inquiring about placing wreaths on veteran’s headstones during December. The wreaths would be 22” in diameter and they would place them and remove them. After a discussion the Board asked Larry of his opinion on this. Larry mentioned that we have veterans in all our cemeteries and that if they missed some it might cause an issue. Larry’s suggestion is to have Keily place arrangements by our memorial wall next to the office to honor all veterans. The Board agreed to this and Larry is to contact Keily Garcia and suggest this.**③** **Items On or Around Headstone’s:** Larry informed the Board that we would be working on a policy for this and it would be on a separate sheet from the Rules and Regulations pamphlet outlining the flowers and decorating policy. Larry also mentioned that the rules should be all year round. After reviewing the ideas presented on this it was decided that the word crosses should not be used. Larry and Tina are to continue working on this and bring to the March Board meeting. **④** **Employ America:** Larry informed the Board that will be bring back Employ America to help with the trimming of headstones as we did last year. There will be three workers for three days a week, also mentioned was the cost for this went from $1,850.00 to $1,950.00 per month. Larry is starting them March 1, 2024.

**PERSONNEL:** **Employee’s 6 month Probation Periods:** Larry informed the Board that last two of our 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.

**EQUIPMENT:** **1. Mower’s:** Larry informed the Board that Lawrence Tractor in Visalia has ordered a pump for this mower and should hear something from them soon to see if this fixed the problem. Larry also mentioned that they had removed the labor cost from Tipton Lawrence Tractor which was approximately $1,300.00. Dennis with Lawrence Tractor is going to bring a zero turn mower to let us demo and see if it will work for us.

**CEMETERY GROUNDS OPERATION:** Larry McKelvy informed the Board of the Burials for January 2024. Trustee Phil Larson is concerned about the drop in burials this year. We are 25 below at this time from last year. Larry will contact Mortuaries and see if they have had a drop in services.

**SUGGESTION BOX:** None

**OTHER:** **①** Larry informed the Board that Form 700’s are due April 1, 2024. **②** Trustee Phil Larson asked about the office windows. Larry informed him that the windows are in and we are waiting on a time for Visalia Windows to install them. **③** The March 2024 meeting will be March 29, 2024.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 8:43 on February 29, 2024.

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

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