The Board of Trustees meeting of the Porterville Public Cemetery District held Friday March 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.

**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 February 2024 payroll in the amount of $55,067.83 and February 2024 bills in the amount of $7,317.20. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. Trustee Delores Garcia asked how many uniforms we supply for our employee’s. Larry informed her that they get 11 uniforms supplied for them.

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

**FINANCIAL STATEMENT:** Larry gave the Board members the finalized Financial Statement. After a review of this the Board approved this. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Delores Garcia. Motion carried.

**CAPITALIZATION POLICY:** Larry presented the Board with a revised copy of this policy that our Auditors suggested changing from $1,000.00 to $5,000.00. After reviewing this policy the Board agreed to the changes. This was approved on a motion by Trustee Dolores Garcia and seconded by Trustee Steve Chamberlain. Motion carried.

**PUBLIC COMMENT:** Larry mentioned to the Board that he had heard from friends and families from the cemetery that the Saint Anne’s Cemetery looks nice with the roads completed.

**MISC. DISCUSSION:** **①** **Saint Anne’s Roads:** Larry informed the Board that this project has been completed. Larry also showed the Board pictures of this and let them know that the gate that was damaged during this project has been repaired. **② Items On or Around Headstones:** Larry informed the Board that Tina and himself are still working on this and will bring to the April 2024 Board meeting. **③** **Office Windows:** Larry informed the Board that the windows had been installed.

**PERSONNEL:** None

**EQUIPMENT:** **① John Deere Mowers:** Larry presented the Board with 2 quotes for new mowers. After a discussion the Board asked Larry to get 1 more quote if possible to stay in compliance with our policy. Larry also informed the Board that we had received our mower back from Lawrence tractor and it is working. **② John Deere Mower Deck:** Larry informed the Board that the mower deck for the John Deere 1445 is wore out and that we need a new deck, the cost for a new deck is around $7,000.00. After a discussion the Board agreed to this. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Delores Garcia. Motion carried.

Trustee Phil Larson asked if there was any other equipment that we need to look out for. Larry is to look into this. Trustee Delores Garcia asked about the warranty on the mowers. Larry also mentioned taking the 2 old Turf Vac’s to auction to make room for new mowers. These Turf Vac’s have not been used in over 9 years and are no longer usable for the District.

**CEMETERY GROUNDS OPERATION:** **①** Larry McKelvy informed the Board of the Burials for February 2024. **② Burial Difference:** Larry informed the Board that Tina and himself had talked to the Mortuaries about burials being low and they informed them that they had been slow also. **③** **Up-right Headstone Plot Pricing:** Larry brought this to the Board for consideration because our upright section are so sought after that maybe we should raise the cost on these. After a discussion the Board agreed to raise the up-right headstone sections from $1,445.00 to $2,000.00 per plot. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried. Trustee Phil Larson mentioned taking a look at our Endowment Care for these plots. Larry will put this on the agenda for the April 2024 Board Meeting.

**SUGGESTION BOX:** None

**OTHER:** **①** Larry informed Trustee Delores Garcia that her Harassment Training will be April 17, 2024 from 8 am to 10 am. **②** Larry presented the Board with an engagement letter from Pine, Pedroncelli & Aguilar. After reviewing this letter Larry is to contact Marilou Monsivias about this letter.

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

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

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