The Board of Trustees meeting of the Porterville Public Cemetery District held Friday February 28, 2025 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 & Marilou Monsivias.

**PLEDGE OF ALLEGIANCE:**

**PINE, PEDRONCELLI &**

**AGUILAR:** **Financial Statement Draft:** Marilou presented and went over the 2023/24 Financial Statement Draft with the Board. Marilou informed the Board that overall the District is in good standing with no significant issues. Larry informed the Board that we transfer out the $35.00 service charge fee once the contract is paid in full. Marilou is to get the finalized Statement to Larry to be presented at the March 2025 Board meeting.

Also discussed were Management Points: 1) Audit of cash, warrant issued 7/26/2023 uncashed. Larry will try and contact Ricky Manning to have him sign an Affidavit to send to county and have county reissue this check. Larry mentioned that we have not heard from Ricky in over a year. 2) Audit of Contract Payment Liabilities, this account balance continues to be a challenge to reconcile. It was discussed that with the Board and Marilou that Larry and Tina should compare the spreadsheet with QuickBooks quarterly to make sure these balance. 3) Audit of income, Bank of Sierra CD is being incorrectly applied to Endowment Care interest income in QuickBooks. Per discussion Marilou and Larry will set a time so an Endowment Care Interest line can be added in QuickBooks sale receipts to accommodate for Bank of Sierra CD interest check.

**BOARD ORDERS:** Trustee Phil Larson asked to have bigger font on the bills page, also asked about Crouzet Irrigation bill. Larry informed him that the biggest cost on this was the new Flow Meter we had purchased for Saint Anne’s Cemetery, Phil also asked about oversize vaults .Following a review of the Board Orders the Board moved to have them approved. This motion approved the Board Orders for January 2025 payroll in the amount of $60,233.06 and January 2025 bills in the amount of $34,282.15. This was approved on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia. Motion carried.

**MINUTES:** **January Minutes**: Trustee Dolores Garcia found an error on page two of the minutes and asked to have this corrected. Larry made this correction. After further review of the minutes for January 2025 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)** **Niche pads:** Larry informed the Board that Bartlett Construction had completed the 3 Niche Pads. **2) Vandalia Cemetery-Quad:** Larry informed the Board that he had found a stolen Quad inside the Vandalia Cemetery and had the Sheriff’s Department come out. Larry also informed the Board that he had started closing the Vandalia Cemetery gate at 3:30 due to the homeless and everything that’s been taking place at this Cemetery. **3) Old Porterville Cemetery-Car:** Larry informed the Board that a young man had wrecked into a tree at this cemetery and that the Sheriffs were called. Larry let them know that no one was hurt in this incident. **4)** **Kemper Insurance-“Z” Block Wreck:** Larry informed the Board that Kemper insurance had offered $5,000.00 to repair the damage to headstones and the bench that was damaged during this incident. Larry had contacted Ryan Brennon with GSRMA and asked him about this and Larry was advised to let the families of the damaged property deal with this insurance company.

**PERSONNEL:** None

**EQUIPMENT:** None

**CEMETERY GROUNDS OPERATION:** **1)** Larry informed the Board of the Burials for January 2025

**SUGGESTION BOX:** None

**OTHER:** **1).** Larry informed the Board that he is going to get quotes to have 3 dead trees removed and that he will have 2 of them replaced, the one at Vandalia Cemetery will not be replaced.

**ADJOURNED:** The Board Meeting was adjourned on a motion by Trustee Steve Chamberlain and seconded by Trustee Dolores Garcia @ 8:15 on February 28, 2025.

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

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