


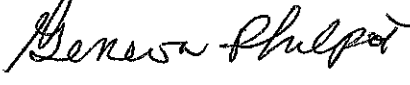
# VISALIA PUBLIC CEMETERY DISTRICT

**BOARD OF TRUSTEES' REGULAR MEETING Wednesday, October 25, 2023 - 9:00 a.m.**  
**Cemetery Office Board Room**

## MINUTES

<p>The meeting was called to order at 9:03am by Chair Philpot.</p> <p>Opened with Prayer &amp; Flag Salute by Trustee Alexander          Roll Call by Board Secretary Stallions</p> <p>Present:          Chair, Geneva Philpot          Vice-Chair, Tom Johnson          Trustee, George Ouzounian          Trustee, Tom Link (Arrived at 9:43am)          Trustee, Rosalinda Alexander          District Manager, Domingo Lopez          Board Secretary, Jenn Stallions          Office Supervisor, Maria Resendiz</p>	<p><b>CALL TO ORDER AND RECORD OF ATTENDANCE</b></p>
<p>No public comment</p>	<p><b>PUBLIC COMMENT</b></p>
<p>Review and Discussion:</p> <p>The minutes were pulled for the following correction.          All other meetings will pay a stipend at \$50 per <b>committee</b> meeting.</p> <p>Manager report pulled for following correction.          Should read Chapel and <b>VMG</b> for rental by Trustee Alexander.</p> <p><b>MMSC Vice Chair Johnson/Trustee Ouzounian to approve all with corrections. All Ayes.</b></p>	<p><b>CONSENT CALENDAR</b>          Regular meeting 9/27/23          Burial Count, Workload Report, Monthly Overtime, Manager Report/Strategic Plan Update</p>
<p>Cheryl Avila and DM Lopez presented the policy and resolution regarding health care for retirees. The Board had multiple questions about the format and wording. Due to multiple items trying to be combined, the Board has requested to table the policy and resolution until November for more clarification.</p> <p><b>MMSC Trustee Ouzounian/Vice Chair Johnson to table the Policy 2023-4 and Resolution 2014-1 until November board meeting. At that time more information is to be presented. All Ayes.</b></p>	<p><b>Approve Health Care for Retirees Policy 2023-4 and Resolution 2014-1</b></p>
<p>Discussion on the current and proposed Tulare County Health Care package for employees. Currently the Cemetery District pays 100% of the employee coverage.</p>	<p><b>Approve 2024 Tulare County Health Care</b></p>

<p>Current Health Care plan coverage is \$750 deductible at \$692.55 monthly per employee.</p> <p>The 2024 Health Care plan \$750 deductible will have a 5% increase this coming year. This will take the cost per employee to \$722.50 monthly.</p> <p>Board Secretary Stallions reviewed Golden State Risk Management Authority Insurance rates for comparison. The rate increase will be 15% for the upcoming year.</p> <p>Golden State Risk Management Health Coverage was \$1000 deductible at \$982 each employee monthly.</p> <p><b>MMSC Vice Chair Johnson/Trustee Alexander approved the 5% increase and continue the 100% coverage by the Cemetery District for each employee. All Ayes</b></p>	<p><b>Benefit coverage 5% increase</b></p>
<p>Board Secretary Stallions created a new "Committee Reimbursement" form that will be signed and completed by all Board Members at each meeting.</p> <p>This will include the pay changes that were approved in the September 2024 meeting. (\$100 each Board Meeting, \$50 each Sub- Committee Meeting, Special Meeting, &amp; Emergency Meeting, and \$100 a day for conferences Monday – Friday.)</p> <p>These changes will be mirrored in our Bylaws and updated by DM Lopez. The Board would like both the Bylaws and Committee Reimbursement form presented at the November meeting for approval.</p> <p><b>MMSC Vice Chair Johnson/Trustee Link to table the Committee Reimbursement form and Bylaws until November for approval when all have been updated. All Ayes.</b></p>	<p><b>Approve Board of Trustees Meeting Reimbursement Payments and updated Bylaws</b></p>
<p>DM Lopez reported on our meeting with Millcreek Management. The meeting was very successful. Millcreek is now aware of our policies and procedures. We will be working closely with them to continue growth in our business relationship.</p> <p>Trustee Alexander addressed the annual 10% rent increase. Trustee Alexander at this time would like to see each rental get the 10% increase. Clarification was made on what is expected from DM Lopez for reviewing each property and increase. DM Lopez is to review each rental property in detail. DM Lopez will determine what repairs have been completed, repairs are needed, what is our current rent, and when was the last time rent increased. The Board was good with the discussion and expectations.</p> <p>Trustee Alexander asked that a possible Sub-Committee for the rental properties be established. No more discussion was done at that time.</p>	<p><b>DM Lopez to report on the meeting with Millcreek Management</b></p>
<p>Dm Lopez, Trustee Alexander, and Trustee Philpot attended the CAPC conference in Sacramento. All three reported on the different topics presented.</p>	<p><b>CAPC conference topic recap from</b></p>

<p>DM Lopez – Presented Interment &amp; Disinterment, Interviewing Best Practices, and Standard Operating Procedures for outside equipment.</p> <p>Trustee Alexander – Presented Green Burials and Community Events</p> <p>Chair Philpot – Presented Bob Hunt’s review.</p>	<p><b>Board Chair, Trustee Alexander, DM Lopez</b></p>
<p>Review of the Financials and Credit Card Statement.</p> <p><b>MMSC Trustee Link /Vice Chair Johnson to approve the Financials as presented. All Ayes.</b></p>	<p><b>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR SEPT 2023</b></p>
<p>Trustee Ouzounian discussed upcoming dates for the new office, breaking ground, site plan, and City Council meeting. Information and dates will be sent to the Board when they are final.</p> <p>At this time no dates have been finalized.</p>	<p><b>OTHER BOARD MATTERS</b></p>
<p><b>There being no further business the meeting was adjourned at 11:53am</b></p>	<p><b>ADJOURNMENT</b></p>
<p>10/25/23 Submitted by,</p> <p>Jenn Stallions, Board Secretary Visalia Public Cemetery District </p> <p>Geneva Philpot, Chair Visalia Public Cemetery District </p>	<p><b>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</b></p>