

# VISALIA PUBLIC CEMETERY DISTRICT

**BOARD OF TRUSTEES' REGULAR MEETING Wednesday, February 28, 2024 - 9:00 a.m.**  
**Cemetery Office Board Room**

## MINUTES

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| <p>The meeting was called to order at 9:02 am by Chair Philpot.<br/>                 Opened with Prayer &amp; Flag Salute by Trustee, Link</p> <p>Present:<br/>                 Chair, Geneva Philpot<br/>                 Vice-Chair, Tom Johnson<br/>                 Trustee, George Ouzounian (Arrived at 9:42 am)<br/>                 Trustee, Tom Link<br/>                 Trustee, Esther Perez<br/>                 District Manager, Domingo Lopez<br/>                 Board Secretary, Jenn Stallions<br/>                 Office Supervisor, Maria Resendiz<br/>                 Architect, Walter Deissler</p> | <p><b>CALL TO ORDER AND RECORD OF ATTENDANCE</b></p>   |
| <p>No public comment</p>  | <p><b>PUBLIC COMMENT</b></p>   |
| <p>Chief Deputy Thomas Degen swore in Esther Perez as a Trustee for the Visalia Public Cemetery District in the District Cemetery office before the 9 am meeting on February 28<sup>th</sup> at 8:55 am. The term for Trustee Perez will go through January 5, 2026.</p>  | <p><b>Oath of Office Esther Perez</b></p>  |
| <p><b>MMSC Vice Chair Johnson/Trustee Link to approve the Consent Calendar with the following correction. All Ayes.</b></p> <p>Minutes Correction – Removal of the wording “The Board agreed.” In the Pre-Need Default Contract section.</p>  | <p><b>CONSENT CALENDAR</b><br/>                 Regular Meeting<br/>                 1/31/24, Burial Count,<br/>                 Workload Report,<br/>                 Monthly Overtime,<br/>                 Manager<br/>                 Report/Strategic Plan<br/>                 Update, Rental<br/>                 Properties</p> |
| <p>DM Lopez gave an update after speaking with Sam Logan regarding the Avenue of the Flags Insurance Issue. The Insurance issue is resolved. The Veteran group will have Insurance coverage for all events and volunteers.</p>  | <p><b>Veterans to discuss liability Insurance for Avenue of The Flags</b></p>  |
| <p>Architect Walter Deissler presented a proposal from Thom Black. Exhibit D Proposal for Site Improvements at Rinaldi St. was for \$18,650.00. The Dust Control Plan and Water Resources Control Board amounts could be removed, lowering the total amount due. We will not know until the city has advised us of the requirements.</p>  | <p><b>Proposal for Site Improvement at Rinaldi St. Architect, Walter Deissler</b></p>  |

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| <p><b>MMSC Trustee Link/Trustee Perez to approve Exhibit D Proposal for Site Improvements at Rinaldi St as presented. with All Ayes.</b></p>   |  |
| <p>Review of meeting with Pacific Solar and the NEM-2 project for the Cemetery Grounds.</p> <p>Vice Chair Johnson felt the timeline for deciding on getting the NEM-2 project was rushed overall. There were too many questions the Board didn't have clear answers to. One of the main questions was on Tax Credit and with our District being a Not-For-Profit how this would be applicable. Vice Chair Johnson also reminded the Board of our 3 Bids requirement when a project comes in over \$5,000 per policy #2018-7.</p>   | <p><b>Solar Project Update</b></p>                                     |
| <p>DM Lopez advised the Board of a bid from TCK Roofing for the Sady Apartment complex and the covered parking. The bid came in at \$26,800. Apt #8 is having some leak issues. DM Lopez met with the owner of TCK Roofing to discuss options for patching the areas to fix the problem. He also advised Millcreek Management to get a second bid. We will be getting a bid from Empire Roofing.</p>   | <p><b>Sady Apartment Bid for New Roof</b></p>                          |
| <p><b>MMSC Vice Chair Johnson/Trustee Link to declare contracts 2024-03 and 2024-04 in default and to bring those back into active inventory. All Ayes.</b></p>  | <p><b>Default Pre-Need Contract #'s 2024-03 &amp; 2024-04</b></p>      |
| <p><b>Page 1 Formation</b><br/> The Visalia Public Cemetery District is a public cemetery district formed in 1945 by a resolution of the Tulare County Board of Supervisors and existing under the provisions of the laws of the State of California. Special Districts are independent special districts and are an independent arm of government. The Cemetery Board of Trustees do not answer to or are not governed by the County Board of Supervisors. Trustees only report to the Cemetery Board of Directors. The county Board of Supervisors only appoints Trustees and may remove a board or individual Trustee if for cause.</p> <p><b>MMSC Vice Chair Johnson/Trustee Perez to move forward with Page 1 Formation paragraph in the District Bylaws. All Ayes.</b></p> <p>Chair Philpot has asked to have Page 9 <b>Board Secretary</b> to be added to the Agenda for the March 27<sup>th</sup> meeting.</p> | <p><b>By-Law Changes, Board Chair Philpot</b></p>                      |
| <p>Review of the Financials and Credit Card Statement.</p> <p><b>MMSC Vice Chair Johnson/Trustee Link to approve the Financials as presented. All Ayes.</b></p>  | <p><b>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR JAN 2024</b></p> |
| <p>Vice Chair Johnson would like to have a plaque presented to any board member who has served on the Board when they leave. DM Lopez will research this and return to the Board with options.</p>   | <p><b>OTHER BOARD MATTERS</b></p>                                      |

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| <p>Vice Chair Johnson would like it known that the Oversight Committee made a surprise visit to review petty cash and payroll records.</p> <p>1) The committee felt the petty cash was accurately presented and maintained.</p> <p>2) The committee felt the payroll was adequate but inefficient.</p> <p>DM Lopez advised the Board of possible changes to the payroll presented by the Auditor.</p> <p>Trustee Link would like to have added to the agenda for the March 27<sup>th</sup> review of the new website.</p> <p>DM Lopez advised the Board that Trustee Link, Trustee Perez, and Trustee Philpot will all be due for ethics training. He will be getting some dates and times to them for the training to be completed.</p> <p>DM Lopez advised of a new employee starting the front office as a family coordinator on March 1, 2024.</p> |  |
| <p><b>There being no further business the meeting was adjourned at 11:10 am</b></p>  | <p><b>ADJOURNMENT</b></p>  |
| <p>2/28/24<br/>Submitted by,</p> <p>Jenn Stallions, Board Secretary<br/>Visalia Public Cemetery District</p> <p><i>Geneva Philpot</i><br/>Geneva Philpot, Chair<br/>Visalia Public Cemetery District</p>   | <p><b>**ALL MEMBERS<br/>MUST ATTEND 60%<br/>OR MORE OF THE<br/>MEETING FOR<br/>STIPEND. **</b></p> |
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