



VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, August 28, 2024 - 9:00 a.m.
Cemetery Office

MINUTES

<p>The meeting was called to order at 8:59 am by Chair Philpot. Opened with Prayer & Flag Salute by Trustee, Perez</p> <p>Present: Chair, Geneva Philpot Vice-Chair, Esther Perez Trustee, Tom Link Trustee, Patrick Burks (excused absence) Trustee, Tom Johnson (zoom) District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz Stifel Investment – Sandra Wheeler (zoom)</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>A public member, Rosalinda Alexander, spoke about her Day of the Dead celebration on November 2nd from 4 p.m. to 8 p.m. at the Visalia Public Cemetery Grounds.</p>	<p>PUBLIC COMMENT</p>
<p>MMSC Trustee Link/Trustee Johnson: Please approve the Consent Calendar—all Ayes.</p>	<p>CONSENT CALENDAR Regular Meeting 7/31/24, Burial Count, Workload Report, Monthly Overtime, Manager Report, Rental Properties</p>
<p>S. Wheeler of Stifel Investments presented an overall review of the 2023-2024 investment accounts. At the end of fiscal year 2024, our total return on performance was 4.63%. Currently, we are trending at about 3.75% this fiscal year.</p>	<p>Annual Stifel Investment report - Sandra Wheeler</p>
<p>Review the updates presented for the following five policies, California burial permit policy, burial policy, gravesite repurchase, multiple burial policy, and preparation of burial sites -.</p> <p>MMSC Trustee Link/Trustee Perez: to adopt the changes presented to the following policies: California burial permit policy, burial policy, gravesite repurchase, multiple burial policy, and preparation of burial sites - all Ayes.</p>	<p>Review and approve California burial permit policy, burial policy, gravesite repurchase, multiple burial policy, and preparation of burial sites - DM Lopez</p>

<p>We discussed who will attend the meeting, as well as the rooms and travel details. Chair Philpot, Vice Chair Perez, Trustee Johnson, and DM Lopez will attend.</p>	<p>Finalize attendees for CAPC educational seminar/Area meeting Oct 2024</p>
<p>This was a "cure and correct" from the July 31st meeting.</p> <p>The staff asked to exit on July 31st were allowed the time to discuss the matter if they had anything to say.</p>	<p>Review employee payment in lieu of health benefits.</p>
<p>The Board would like more details in the name tags, not just abbreviations. DM Lopez will work with Chair Philot for a possible redesign.</p>	<p>Discuss new name tags with Board of Trustees</p>
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Vice Chair Perez/Trustee Link to approve the financials as presented—all Ayes.</p>	<p>Financials and Credit Card Statement Review for July 2024</p>
<p>DM Lopez advised the board that he is still in contact with team Vanna regarding the flower/grounds clean-up. They are progressing and doing well, with no significant changes or updates. They may attend the next board meeting in September for a more formal update.</p> <p>DM Lopez informed the board that the new office's bid process is now open. It started on August 16, 2024, and all bids must be in by September 23, 2024, at 4 p.m. Two contractors have submitted bids.</p> <ul style="list-style-type: none"> • BJ Perch Construction • Seals Construction <p>All bids will be given to the board at the September 25th board meeting for review and discussion.</p> <p>DM Lopez showed the board the photos of the cemetery grounds, which will be submitted to CAPC for the annual calendar.</p> <p>Trustee Johnson asked to add the Purchasing and Bid policy to next month's agenda for review.</p>	<p>Other Board Matters</p>
<p>There being no further business, the meeting was adjourned at 10:30am</p> <p>8/28/2024 Submitted by,</p> <p>Jenn Stallions, Board Secretary Visalia Public Cemetery District </p> <p>Geneva Philpot, Chair Visalia Public Cemetery District </p>	<p>ADJOURNMENT</p> <p>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</p>