

VISALIA PUBLIC CEMETERY DISTRICT
 BOARD OF TRUSTEES REGULAR MEETING
 WEDNESDAY, April 27, 2022 9:00 A.M. CEMETERY OFFICE

MINUTES

<p>Trustees Philpot, Ouzounian, Johnson, Link and Alexander were present. All Staff and District Manager Summers were present. There were 7 members of the public present. Trustee Chair, Philpot called the meeting to order at 9:02 am.</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>Johnson requested to pull the minutes due to a question in the manager report about where the north/south road would be located. It was clarified that it was an interior road inside the Rinaldi fence. MIMSC to accept all the consent items as presented. Link/Johnson All Ayes.</p>	<p>Consent Items Minutes, Burial Count and Workload Report, Manager Report/Strategic Plan Update, Door Prize Purchasing policy, Financial Oversight Committee report</p>
<p>None</p>	<p>Public Comment</p>
<p>Cindy Summers for receiving the PCA President's Award All staff for their hard work, assistance and with presenting at the PCA Region 9 meeting. It was a great success. Alicia Lopez for her Eagle Scout Project of decorative painting on the pump houses and thanks to all those that helped her.</p>	<p>Recognition</p>
<p>Walter explained the change of zone fee is \$4,170, the General Plan Amendment fee is \$2,567 and the Environmental fee will be between \$78 and \$800, he expects is to be on the lower side. He expects the process to take 4 to 6 months. Trustee Ouzounian expressed concern the amount of graves left, may be unknown. DM Summers advised there are about 1,600 graves left, 1,050 flat, 125 upright, 200 baby, 60 ossuary and 80 ash graves. The expansion will add about 1,300 graves (13 rows with 100 graves each), a combination of flat and upright. MMS to accept site plan as presented, table new office for 2 months for more discussion and submit the site plan 1st to start the rezone process. Ouzounian/Link after discussion they withdrew the second and motion. More discussion. MIMSC to move forward with the site plan review and rezoning with the understanding that we don't need to move forward with office construction now. Johnson/Link All Ayes</p>	<p>Site Plan Approval for rezoning with Walter Deissler</p>
<p>Woodlake has hired an office person. They thank the Visalia Cemetery for their assistance. Consolidation was discussed, there were concerns about what would happen with the Board Members. Neither cemetery board is interested in consolidation, they both want to stay as their own District. There was discussion of a management contract for a year or 2. Eddie Valero, Tulare County Supervisor stated he was in support of both cemeteries and whatever they felt was best for them he is agreement with. John Hess, Asst. CAO of the County was in attendance due to the Counties</p>	<p>Woodlake Update</p>

<p>concerns with the number of complaints they were fielding about no staff at Woodlake cemetery. He also stated he was here to help facilitate between the 2 boards. George Clauson who is the current Board Chair of Woodlake and has been on the Board for 40 years stated he was amenable to contracting with VPCD but wants to stay separate. Belen Gomez, Woodlake Trustee thanked Visalia for their help but wants "Woodlake to stay Woodlake". Woodlake receives about \$70,000 in property tax. Visalia DM Summers stated that with a contract extension of 1 month and the hiring of their 2 outside people she felt that Visalia could move to just consulting by phone as needed. MMSC to extend the contract 1 month through June 11, 2022, bring the item back on the agenda in May subject to the concurrence of the Woodlake Board. Johnson/Ouzounian All Ayes. The Woodlake Trustees and Chief of Police thanked Visalia again for their assistance.</p>	
<p>10 minute Break</p>	
<p>The debt for financing a new office building was discussed. DM Summers was concerned about the amount of construction and burials in such a close area. Johnson verified with the lender that construction needed to start within 3 years not 2 as we first thought. The concerns with the timing of the new office and the westside expansion was discussed. DM Summers was given direction to use a professional construction company and put the roads in first, take out the middle road and leave it a dirt road. The loan and policy documents were discussed. The payment needs to be added to the budget. A separate account needs to be opened for the loan proceeds. MMSC to acknowledge the discussion and action on page 28 & 29 of the board packet (staff report) and to adopt the Debt Management Policy and the resolution 2022-2. Johnson/Ouzounian All Ayes MMSC to adopt the resolution 2022-3 and the intent to proceed with the understanding to proceed with construction within 3 years after discussion with the lender. Johnson/Ouzounian All ayes.</p>	<p>New office financing, debt management policy, reporting requirements report for Trustee Johnson</p>
<p>DM Summers reviewed the report. An expectation of close to 75% is appropriate at this time and the overall totals are between 73% and 88%.</p>	<p>Quarterly report of budget to actuals</p>
<p>Discussion included adding the payment for financing the new office. MMS to approve the salary schedule, fee schedule and strategic plan with changes. After discussion the motion was withdrawn. Link/Ouzounian More discussion included direction to DM Summers to write up explanation of wage scale changes, promos and succession plan. Do a reserve fund analysis and show balance of investment accounts and the plans for increases/decreases and deposits. Increase the burials expected, don't be too conservative and recheck income per burial, it may be too low. DM Summers voiced concern about the increase in ash burials. Redo the budget to show a balancing amount of expenses to the amount that is deposited and stays in the revolving account and bring back to next meeting. MMSC to approve the fee schedule and the strategic plan with the changes made. Johnson/Link All ayes.</p>	<p>Proposed Budget, Fee Schedule, Salary Schedule, Promotions, Strategic Plan, Premium Pricing and Safety Bonus for Grounds</p>

<p>Trustee Alexander requested this item be done out of order since she needed to leave early. She introduced Daniel Garcia with Regenerative Living to discuss water reduction, water issues in the valley in general and options other than typical watering and fertilizer by using a ditch system with organic matter that reduces water and increases the organism levels needed to improve the soil. The report on Zoom meetings was not given.</p>	<p>Zoom Meetings and water reduction report from Trustee Alexander</p>
<p>Trustee Alexander left the meeting at 12:30</p>	
<p>DM Summers was instructed to add a bonus for safety for the outside crew into the budget.</p>	<p>Returned to budget discussion</p>
<p>DM Summers updated the Trustees on the upcoming retirements from the PCA Board and the need for a new office to host the PCA and asked that Visalia step up to this challenge. MMSC to accept the challenge and use the Visalia office to host the PCA, as long as expenses to do so are covered by the PCA. Philpot/Johnson All ayes</p>	<p>Public Cemetery Alliance needs, office and staffing</p>
<p>MMSC to approve the Financial Report as presented. Link/Ouzounian All ayes MMSC to only pay the Trustee stipend if a Trustee attends 60% or more of a meeting. Ouzounian/Johnson All ayes DM Summers instructed to update the policy and place it on consent at the next meeting.</p>	<p>Financial Reports and Credit Card Statement</p>
<p>Trustee Alexander owes the guest meal amount from the CAPC Board, DM Summers to confirm amount and email her. The CAPC newsletter will only be emailed out to the cemetery offices, DM Summers to forward to all Trustees upon receipt.</p>	<p>Other Board Matters</p>
<p>There being no further business the meeting was adjourned at 1:04pm.</p>	<p>Adjournment</p>
<p>5-25-2022 Geneva Philpot, Board Chair Cindy Summers, Dist. Manager</p>	

