

**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES' REGULAR MEETING
Wednesday, March 29, 2023 - 9:00 a.m.
Cemetery Office Board Room**

MINUTES

<p>The regular meeting of the Board of Trustees was called to order by Vice-Chair Geneva Philpot at 9:07 a.m. Other Trustees present were George Ouzounian, Tom Link and Rosalinda Alexander. Chair Johnson was absent; arriving at 9:45 a.m. District Manager, Domingo Lopez, Office Supervisor, Maria Resendiz and staff member, Cheryl Avila were also present. Walter Deisler, Architect, was present.</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>There were no members of the public present.</p>	<p>PUBLIC COMMENT</p>
<p>The consent calendar was reviewed. The minutes, Manager report and Strategic Plan were reviewed and pulled to be corrected and, in the future, to reference the use of titles and last names vs. no "title" and first name only in the various reports. MMSC Trustee Link/Trustee Ouzounian to approve the consent calendar with corrections. All Ayes.</p>	<p>ACTION ITEMS: CONSENT CALENDAR (Minutes, Burial Count, Workload Report, Manager Report/Strategic Plan Update)</p>
<p>Agenda Item # 2, (New office) moved for discussion until Chair Johnson was present. Agenda Item #3 (Overtime discussed). District Manager Lopez reviewed an overtime chart weekday vs. weekend. DM Lopez is continuing to "restructure" the office and staff to become more productive, as well as maintaining a strong sense of customer service. DM Lopez will contact Pacific Employers to inquire about the use of comp time instead of overtime. The Trustees would like DM Lopez to continue to chart and report the overtime of the employees.</p>	<p>OVERTIME (Week vs weekend)</p>
<p>Agenda Item # 6 (Approval request discussed). DM Lopez discussed the need to replace gators and a mower. The gators are five years old and will need new 12-volt batteries which may not be cost effective. DM Lopez discussed that there are grants available for \$100,000.00 (gators) and \$25,000.00 (mower) respectively. After discussion, a MMSC Trustee Link/Trustee Alexander approved the request to allow DM Lopez to investigate the availability and logistics involved to obtain grants for the replacement of 5-6 gators (\$100,000.00) and a mower (\$25,000). All Ayes.</p>	<p>APPROVAL REQUEST FOR DM LOPEZ TO INVESTIGATE NEW GRANT FOR GATORS AND MOWER (Grants available)</p>

<p>Page 2 – Minutes – March 29, 2023 DM Lopez to bring information back to the April regular board meeting for consideration.</p>	
<p>Chair Johnson arrived at 9:45 a.m. and presided through the rest of the meeting. Agenda Item # 2 discussed (New office/General Plan Amendment). Walter Deisler, Architect stated that he, DM Lopez, Chair Johnson, and Trustee Ouzounian had attended a planning commission meeting on March 27, 2023. Site plans were submitted to the City to amend the VPCD current master plan to include property from Allen Way to Roosevelt on the East side of the Cemetery for the future expansion. It was noted that homeowners have expressed concerns. DM Lopez to compile statistical information and explanation to further support the need for future expansion concerns of VPCD and the public for which it serves.</p> <p>Walter Deisler presented the initial proposal floor plan of the new office site.</p>	<p>NEW OFFICE INITIAL DRAWING/GENERAL PLAN AMENDMENT (Walter Deisler, Architect)</p>
<p>Agenda Item # 4 discussed (Date for Oversight Committee). The Financial Oversight Committee meeting with Chair Johnson and Trustee Ouzounian, is set for April 24, 2023 at 2:00 p.m. to review the proposed 2022-2023 budget along with DM Lopez and bookkeeper, Stallions.</p>	<p>DATE FOR FINANCIAL OVERSIGHT COMMITTEE (4-24-2023)</p>
<p>Agenda Item # 5 (Conference reports) discussed. C.A.P.C. conference from the March 23-25 meeting were given by Trustees, DM Lopez and Office Supervisor Resendiz. Topics discussed were: Personnel - Friends vs. Employees vs. Trustees; social media, harassment training, budget planning, security, prevailing wage, charging for witnessing of burials, green burials, niches, public events, and the possibility of combining forces and reaching out to other entities such as City, Houston School, Guilds, etc., for events and celebrations: ie: Day of the Dead, Veterans’ Day, Wreaths Across America, Lighting Ceremony. It was noted that Trustee Philpot has been reinstated to the C.A.P.C. Board of Trustees. Trustee Link inquired about the Chapel event honoring the Nash family. Suggested ideas for the event Chamber of Commerce dedication, singing. DM Lopez is waiting for the plaque before a date can be set. Trustee Alexander left the meeting @ 11:10 a.m. during the presentations.</p>	<p>C.A.P.C. CONFERENCE REPORTS (March 23-25, 2023, Trustees and Staff)</p>

<p>Page 3 – Minutes – March 29, 2023</p> <p>The March 2023 financial transactions and credit card statement were reviewed. MMSC Trustee Philpot/Trustee Link to approve as presented. All Ayes.</p>	<p>FINANCIAL TRANSACTIONS (March 2023)</p>
<p>The regular meeting of the Board of Trustees entered a closed session @ 11:40 a.m. to discuss the Public Employee Contract of the District Manager.</p> <p>The closed session reconvened to open session at 11:55 a.m. resulting in a clarification of the DM Lopez’ contract to reflect that District Manager would have a maximum cap of 30 days for vacation and after 6 months of employment as District Manager, he will earn in addition to vacation time, five days of administrative leave; and, after one year of employment he would earn five additional administrative leave days. Administrative days to be used annually and will not be a carryover to subsequent years or paid out at time of separation from V.P.C.D.</p>	<p>CLOSED SESSION (Public Employee Contract, District Manager)</p>
<p>DM Lopez’ salary negotiation was discussed. MMSC Trustee Ouzounian/Trustee Link to change the current salary range of the District Manager position from \$35.00 - \$53.00 to \$40.00 - \$55.00 per hour; to change salary for DM Lopez from \$40.87 to \$43.00 per hour and an annual income of \$89,440. All Ayes.</p>	<p>OPEN SESSION (Salary Negotiation of District Manager)</p>
<p>DM Lopez discussed with the President of Public Cemetery Alliance, Cindy Summers, the amount of time that V.P.C.D.’s employee, Stallions, is being allotted to conduct PCA business during regular V.P.C.D. business hours. Currently, V.P.C.D. is to receive from PCA \$1,200.00 annually (\$100.00 per month). After analyzing the amount of time needed, supplies, postage, and mileage used, DM Lopez requested PCA to pay \$6,000.00 annually (\$500.00 per month) rather than the initial \$1,200.00. PCA President, Summers countered with a proposal of PCA to pay V.P.C.D. \$4,000.00 annually (\$333.33 per month) and additionally, PCA would provide a debit card for purchases, V.P.C.D., employee, Stallions, would not be attending PCA zoom meetings, minutes and may go to PCA annual meetings. MMSC Trustee Ouzounian/Trustee Philpot to approve the PCA counter proposal of \$4,000.00 annually (\$333.33 per month), PCA to provide debit card, employee, Stallions would not be attending zoom meetings, minutes and may go to PCA annual meetings. All Ayes.</p> <p>Trustee Ouzounian left the meeting at 12:05 p.m.</p>	<p>OTHER BOARD MATTERS (Discussion of PCA support from Visalia Cemetery)</p>

<p>Page 4 – Minutes – March 29, 2023 Trustee Philpot thanked the Board of Trustees for C.A.P.C. reinstatement letter.</p>	<p>(“Thank you” from Trustee Philpot)</p>
<p>There being no further business, a MMSC Trustee Link/Trustee Philpot to adjourn the regular meeting of the Board of Trustees at 12:15 p.m.</p>	<p>ADJOURNMENT</p>
<p>3-29-2023</p> <p>Submitted by,</p> <p>Cheryl Avila Visalia Public Cemetery District</p> <p>Tom Johnson, Chair Visalia Public Cemetery District</p>	
