

**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES' REGULAR MEETING
Wednesday, May 31, 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 9:00a.m. who is acting Chair for the meeting. Chair Tom Johnson is acting Vice Chair. Other Trustees present were George Ouzounian, Tom Link, and Rosalinda Alexander. District Manager, Domingo Lopez, Board Secretary, Jenn Stallions, and Office Supervisor, Maria Resendiz were also present. Tulare County Supervisor Vice Chair, Larry Micari, and City of Visalia representative, Paul Bernal, were also present.</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>L. Micari presented 2 documents from Chicago Title on the two properties in question of ownership Lone Oak, and Elbow Creek. He stated the cemetery needs to do a Title search to find the correct information. The documents presented are not filed with the county recorders office.</p>	<p>PUBLIC COMMENT</p>
<p>The consent calendar was reviewed. The minutes were reviewed and pulled for spelling corrections.</p> <p>MMSC Trustee Link/ Trustee Alexander to approve with corrections. All Ayes.</p>	<p>CONSENT CALENDAR (Minutes, Burial Count, Workload Report, Manager Report/Strategic Plan Update)</p>
<p>P. Bernal spoke on the discussion of the zone change. The plan will be presented to remove the Turner expansion and adhere to the 2005 Master plan.</p> <p>QP all currently owned property by the cemetery within the Master Plan.</p> <p>The cemetery is to make sure all rental properties are livable and maintained to proper standards. If a home is in a state of disrepair, they will make sure all proper permits are pulled at the time of removal.</p>	<p>CITY OF VISALIA PAUL BERNAL TO DISCUSS ZONE CHANGE</p>
<p>Property Acquisition and Purchase Policy: The board of Trustees of VPCD will not obtain any property included in the "Vision Plan" of the district by eminent domain.</p>	<p>POLICY REVISIONS</p>

<p>MMSC Vice Chair Johnson/ Trustee Ouzounian to approve with the addition. All Ayes. Rental Reimbursement Policy: The new policy adopted 90 days rent free. If the reasons fall under the eviction policy reasons.</p> <ol style="list-style-type: none"> 1. If there is a need to use the property for cemetery expansion for graves. 2. Property is in poor condition and is not safe for human habitation. 3. Renter has damaged the rental property. <p>MMSC Trustee Ouzounian/Trustee Link to approve and accept the new policy. All Ayes.</p>	
<p>DM Lopez gave an update on the report from Millcreek Management. The list of homes and repairs was reviewed and discussed. The Board asked Lopez to bring a list of all the repairs, the time frame of each house needed in the expansion, and rents to the next board meeting. This item is to be added to the agenda at the June meeting.</p>	<p>UPDATE ON ANNUAL INSPECTIONS BY MILLCREEK MANAGEMENT</p>
<p>The Board discussed the upcoming Community meeting. The meeting was set for Thursday, June 15th at 6pm in the Pavilion. The Board discussed the layout of the meeting, who will present information, how the meeting will run in a timely manner, and how to get the information out to the community. DM Lopez and Chair Philpot to work together on this.</p>	<p>DISCUSSION ON PROCESS OF COMMUNITY MEETING</p>
<p>Discussion on getting a new contingency fund.</p> <p>MMSC Trustee Link/Vice Chair Johnson to table until next month’s board meeting. All Ayes.</p>	<p>CONTINGENCY FUND DISCUSSION</p>
<p>Discussion to change the format of the budget and monthly reports. We will be presenting the new format at the next regular board meeting in June.</p> <p>Review of the proposed budget for 2023-2024 fiscal year. Discussion on the 3% convenience fee to be added to any credit card charge.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian to approve the budget as presented. All Ayes.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian to approve the 3% convenience fee on all Credit Card sales to balance the budget. 4 Ayes 1 No.</p>	<p>PRESENT PROPOSED BUDGET FROM THE OVERSIGHT COMMITTEE</p>

<p>Review the presented fee schedule for the 2023-2024 fiscal year.</p> <p>MMSC Trustee Alexander/Vice Chair Johnson to approve the new fee schedule as presented. All Ayes.</p>	<p>REVIEW NEW FEE SCHEDULE</p>
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Vice Chair Johnson/Trustee Link to approve the Financials as presented. All Ayes.</p>	<p>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR APRIL 2023</p>
<p>DM Lopez discussed the maintenance on the main pump behind the pavilion. It needs to be pulled and assessed for issues. The Board asked to have DM Lopez notify them at the next meeting what the water table is at.</p> <p>MMSC Vice Chair Johnson/Trustee Alexander to approve the DM Lopez to get 3 bids, accept the lowest bid and repair the pump. All Ayes.</p> <p>Trustee Alexander discussed the meeting with the Hispanic Chamber and Tulare County League of Mexican American Women. This event will not be headed by the VPCD and there is no chance of having just one event at this time.</p> <p>Chair Philpot requested a meeting on June 14th at 1pm to prepare for the June 15th Community meeting. Requested any documentation to the community be mailed out or delivered 1 week before.</p>	<p>OTHER BOARD MATTERS</p>
<p>There being no further business the meeting was adjourned at 12:57 pm</p>	<p>ADJOURNMENT</p>
<p>5/31/2023</p> <p>Submitted by,</p> <p>Jenn Stallions, Board Secretary Visalia Public Cemetery District</p> <p>Geneva Philpot, Acting Chair Visalia Public Cemetery District</p> <p>Domingo Lopez, District Manager Visalia Public Cemetery District</p>	

