

VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, February 26, 2025, at - 9:15 a.m.
Cemetery Office Board Room

MINUTES

<p>The meeting was called to order at 9:20 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 Trustee, Tom Johnson District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz CPA, Mary Quillin, M-Green & Associates</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No member of the Public</p>	<p>PUBLIC COMMENT</p>
<p>MMSC Trustee Burks/Trustee Johnson: To approve the consent calendar with wording correction on the minutes (adding the word <u>roof</u> to the rentals on Sady); all Ayes.</p>	<p>CONSENT CALENDAR Regular Meeting 1/29/2025, Burial Count, Workload Report, Monthly Overtime, Manager Report, Rental Properties</p>
<p>Mary Quillin, CPA, reviewed the 2023-2024 Audit completed by M-Green & Company. She praised the Board, DM Lopez, and staff for their hard work and for implementing the recommendations they requested the previous year. The second-year audit was clean and efficient.</p> <p>MMSC Trustee Burks/Trustee Link: To approve the 2023-2024 Audit as presented with suggested verbal changes; all Ayes.</p>	<p>Presentation of 2023-2024 Audit. M Green & Assoc. Mary Quillin, CPA</p>
<p>This was discussed and tabled for the personnel committee. They will work closely with DM Lopez and get information on comparable salary ranges. Discussion to remove the levels on the pay scale. Discussion on cost-of-living implementation.</p>	<p>Review and approve the salary range for the District Manager.</p>

Discussion only, no action taken	
MMSC Trustee Links/Trustee Perez: to approve the UAL payment for a one-time fee to be held in the holding account; all Ayes.	Review and approve the UAL (Unfunded Accrued Liability) payment for a one-time fee to be held in the holding account.
MMSC Trustee Links/Trustee Perez: To approve adding Board Member Burks as a signer to the Stifel accounts; all Ayes.	Discuss and approve a board member as a signer on the Stifel Investment Accounts.
MMSC Trustee Links/Trustee Perez: To approve the name change of Stifel account ending 9653 from New Office Fund to Building Account as of March 1, 2025; all Ayes.	Review, discuss, and approve a name change for the Stifel account ending in 9653.
Office Supervisor Resendiz: advised the Board that the family is no longer in default with pre-need contract #2024-148. The family has paid a portion of the contract and late fees. The pre-need contract has been reinstated and will be paid off with a 6-month agreement.	Default, pre-need contract #2024-148.
MMSC Trustee Burks/Trustee Link: To approve the Budget Preparation Policy with the edit of "District Manager"; all Ayes.	Review, discuss, and approve updates and budget preparation policy.
Chair Philpot asked each Board member and DM Lopez to review the strategic plan over the next few weeks. The Board will review any changes, additions, or suggestions at the upcoming Board meetings.	Review, discuss, and update strategic plans.
DM Lopez will work on getting the remodel plans from the Architect, Deissler.	Review office remodel plans.
MMSC Trustee Link/Trustee Burks: To approve the financials as presented. All Ayes.	Financial and credit card statement review for January 2025

Chair Philpot: requested an updated emergency contact list for each Board member.

Other Board Matters

DM Lopez: updated his research on other potential management companies.

DM Lopez: updated the board on the progress of the expansion project. We are still waiting for the city's permits. He also requested the Board consider how we can move forward in phases, with costs, etc.

Trustee Burks: requested quarterly outside inspections of each rental property along with the annual full inspection.

Office Supervisor Resendiz: advised the Board that she and DM Lopez are working closely with Attorney Hughes on legal documents presented to families.

There being no further business, the meeting was adjourned at 11:44 am 2/26/2025

ADJOURNMENT

Submitted by,

Jenn Stallions, Board Secretary
Visalia Public Cemetery District



Geneva Philpot, Chair
Visalia Public Cemetery District



****ALL MEMBERS
MUST ATTEND 60% OR
MORE OF THE
MEETING FOR
STIPEND. ****