



# VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, September 25, 2024 - 9:00 a.m.  
Cemetery Office

## MINUTES

<p>The meeting was called to order at 9:02 am by Chair Philpot. Opened with Prayer &amp; Flag Salute by Trustee Perez</p> <p>Present: Chair, Geneva Philpot Vice-Chair, Esther Perez Trustee, Tom Link Trustee, Patrick Burks Trustee, Tom Johnson (absent) District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz</p>	<p><b>CALL TO ORDER AND RECORD OF ATTENDANCE</b></p>
<p>Trustee Perez read a letter sent to the Board of Trustees by DM Patricia Howard from the Alamo-Lafayette Cemetery District on the encounters and assistance at PCA and CAPC conferences regarding employee Jenn Stallions</p>	<p><b>PUBLIC COMMENT</b></p>
<p>With the word correction on the manager's report from off-site to off-set.</p> <p><b>MMSC Trustee Link/Trustee Burks: To approve the Consent Calendar, all Ayes.</b></p>	<p><b>CONSENT CALENDAR Regular Meeting 8/28/24, Burial Count, Workload Report, Monthly Overtime, Manager Report, Rental Properties</b></p>
<p><b>MMSC Trustee Link/Trustee Burks: To approve the Purchasing, Bidding, and Contract Acceptance Policy as presented with the changes highlighted. All Ayes.</b> *Copy in the Board Package*</p>	<p><b>Review and approve Purchasing, Bidding, and Contract Acceptance Policy</b></p>
<p><b>MMSC Trustee Link/Trustee Perez: To approve and reclaim Pre-Need #2023-42 and resubmit it into inventory due to a default of payments. All Ayes.</b></p>	<p><b>Default Pre-Need Contract # 2023-42</b></p>
<p><b>MMSC Trustee Link/Trustee Burks: To approve Rosalinda Alexander's (Green Rose Productions) hosting of her Day of the Dead event on November 2, 2024, from 4 pm to 8 pm. All Ayes.</b></p>	<p><b>Review and approve the Day of the Dead event at the VMG (November 2, 2024)</b></p>

<p>Review of 3 bids for a new roof at Sady Apartments.  M&amp;M Roofing at \$31,300  Empire Roofing at \$28,415  Rainbow Roofing at \$37,800</p> <p>The Board requested that the following items be added to the bids to make a complete decision among the three bidders.</p> <ol style="list-style-type: none"> <li>1) All new flashing jacks painted</li> <li>2) New Turbines for Attic Ventilation</li> <li>3) Edge Metal</li> <li>4) All permits needed</li> <li>5) Labor warranty, if any. How many years?</li> <li>6) Clean up all debris from the work area from start to finish and haul it to the landfill.</li> <li>7) Life Expectancy of the roof.</li> </ol> <p>No motion was made, and DM Lopez will return the requested information to the special meeting on October 2, 2024.</p>	<p>Review and approve multiple bids for a new roof at 1430 Sady Apartments.</p>
<p>The Board reviewed several different sizes and styles of name badges. Trustee Burks advised that the Sheriff's Engraving services are available for Special Districts. The Board presented DM Lopez with a sample and their desired layout. DM Lopez will follow up and show the board a mockup for approval.</p>	<p>Review options of new name tags with the Board of Trustees.</p>
<p>Review of the Financials and Credit Card Statement.</p> <p><b>MMSC Trustee Perez/Trustee Link to approve the financials as presented—all Ayes.</b></p>	<p>Financial and Credit Card Statement Review for August 2024</p>
<p>Trustee Burks: Shared the Conduct Training for Special District that will be held on October 1, 2024.</p> <p>DM Lopez: Shared the new updates to the Cemetery website. Lopez also presented the new signage from Delta Vector placed on the grounds of the Visalia Cemetery regarding mosquitoes and flower vase filling.</p> <p>The Board will be having a special Board meeting on October 2, 2024, at Noon in the Cemetery office to open, review, and discuss the bids submitted for the new office. The bidding will close on October 1, 2024, at 4 pm.</p>	<p>Other Board Matters</p>
<p><b>There being no further business, the meeting was adjourned at am 9/25/2024</b>  Submitted by,</p> <p>Jenn Stallions, Board Secretary  Visalia Public Cemetery District </p> <p>Geneva Philpot, Chair  Visalia Public Cemetery District </p>	<p><b>ADJOURNMENT</b></p> <p><b>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</b></p>