

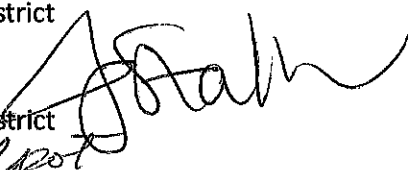
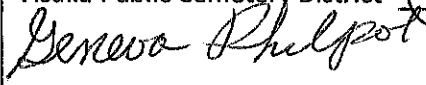
# VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, December 18, 2024 - 9:15 a.m.  
Cemetery Office


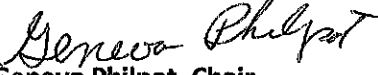
## MINUTES

<p>The meeting was called to order at 9:15 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 District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz Best-Best &amp; Krieger, Brian Hughes, Architect, Walter Deissler</p>	<p><b>CALL TO ORDER AND RECORD OF ATTENDANCE</b></p>
<p>No member of the Public</p>	<p><b>PUBLIC COMMENT</b></p>
<p><b>MMSC Trustee Johnson/Trustee Link: To approve the consent calendar as presented, All Ayes.</b></p>	<p><b>CONSENT CALENDAR Regular Meeting 11/20/2024, Burial Count, Workload Report, Monthly Overtime, Manager Report, Rental Properties</b></p>
<p>Attorney Hughes introduced himself and briefly described his work experience in the special district field and his role and responsibilities to Cemetery Districts.</p>	<p><b>Introduce Brian Hughes – General Counsel from Best-Best &amp; Krieger</b></p>
<p>Attorney Hughes discussed the development impact fee with the board and whether special districts are entitled to it. The short answer is "YES". He is currently working with two other Cemetery Districts. He just wanted to inform the Visalia Cemetery District of the development impact fee and how each district works towards getting those fees. At this time, it was just an informational discussion. No action is being taken.</p>	<p><b>Discussion on development impact fees for cemetery districts</b></p>
<p>Architect Deissler updated us on the expansion project. We are now in the final plan check, and the permit for expanding on Rinaldi should be issued in the first part of next year.</p>	<p><b>Westside expansion project update</b></p>

<p>The Board reviewed the event policy that DM Lopez presented. Trustee Johnson and the board wanted to make some additions and changes. The policy will be updated with the changes made and brought back for review at the January 29<sup>th</sup> Meeting.</p>	<p><b>Review event policy</b></p>
<p>DM Lopez reviewed his findings at 1319 W Goshen Ave. after walking it with the realtor and reviewing the reports provided by the seller. There are still more questions and concerns about the property and soil for our needs. At this time, DM Lopez and Trustee Johnson will collaborate in preparing a letter to the seller indicating a possible proposal on the property in question.</p>	<p><b>Report research for the property at 1319 W. Goshen Ave, APN #093-253-00</b></p>
<p>DM Lopez presented a quote from Empire Roofing for the property at 1410 W Sady. The estimate was \$29,870.00. This roof will need to be replaced soon. The board has asked DM Lopez to work with Millcreek and Empire Roofing to check the third tri-plex to see the roof's condition. They can hot patch the roof at this time, which will get us through this winter season.</p> <p>The Board has requested that DM Lopez gather information from other management companies in the Visalia area. This Item will then be added to an upcoming agenda.</p>	<p><b>Present new roof bid at 1410 Sady Apartment</b></p>
<p>Weist Law Firm has presented a Bond Counsel letter for review. This is to change the Loan from a new construction loan to a remodel loan. After discussion, our current counselor, B. Hughes, stated that his office at Best-Best &amp; Krieger also reviews Bond Counsel.</p> <p><b>MMSC Trustee Burks/Trustee Perez: To allow DM Lopez to work with B. Hughes from Best-Best &amp; Kreiger to potentially provide bond counsel services for our loan—All Ayes.</b></p>	<p><b>Review Weist Law Firm agreement for bond counsel services.</b></p>
<p>All board members, including two staff members and DM Lopez, will attend the conference. DM Lopez will complete the registration for all board members; each board member will make their own room reservation.</p>	<p><b>Finalize attendees to the CAPC Conference on March 13<sup>th</sup>-15<sup>th</sup> at Seaside, CA</b></p>
<p><b>MMSC Trustee Link/Trustee Perez: To approve the financials as presented. All Ayes.</b></p>	<p><b>Financial and credit card statement review for November 2024</b></p>
<p>Entered closed session at 11:47 am Back to open session at 12:35 pm</p> <p><b>MMSC Trustee Johnson/Trustee Burks: to provide a 5% increase recognizing DM Lopez's good stewardship during the year, stipulating that he will not be reimbursed for mileage within the district. —All Ayes</b></p>	<p><b>CLOSED SESSION- Public Employee Performance Evaluation – District Manager</b></p>

<p>Chair Philpot – Trustee Link will be added to the personnel Committee</p> <p>Trustee Johnson—Reported to the oversight committee, which conducted a surprise audit the week before the board meeting. The committee reviewed petty cash, payroll records, employee increases, checks for returned graves, including proper paperwork, and the refund from GSRMA that was to be received.</p> <p>They were happy to report everything was up to par and in good standing.</p>	<p><b>Other Board Matters</b></p>
<p><b>There being no further business, the meeting was adjourned at 12:52 pm 12/18/2024</b></p> <p>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>

**VISALIA PUBLIC CEMETERY DISTRICT  
SPECIAL BOARD OF TRUSTEE PERSONNEL COMMITTEE MEETING  
Thursday, December 26, 2024, 10:00 A.M.  
MINUTES**

<p>The special meeting was called to order at 10:05 a.m. by Chair Philpot. Present: Chair, Geneva Philpot Trustee, Tom Link, Trustee, Esther Perez,</p>	<p style="text-align: center;"><b>CALL TO ORDER AND RECORD OF ATTENDANCE</b></p>
<p>No public comment.</p>	<p style="text-align: center;"><b>PUBLIC COMMENT</b></p>
<p>Discussion only.</p>	<p style="text-align: center;"><b>Employee Salary Review</b></p>
<p>The committee moved to increase the manager's max hourly wage from \$30 to \$60 per hour. Currently, the max is \$55.00. The committee member proposed and agreed to revise and modify Section # 9 of the manager's contract. The revised contract agreement will be presented to the board for final approval.</p>	<p style="text-align: center;"><b>Managers Employment Agreement Review and/or Revise</b></p>
<p>Discussion only.</p>	<p style="text-align: center;"><b>California Minimum Wage Laws for Employee Travel Time</b></p>
<p>The committee member recommended nominating Domingo for the C.A.P.C. Manager of the Year Award.</p>	<p style="text-align: center;"><b>Enter Manager Domingo Lopez for the Manager of the Year Award.</b></p>
<p>There being no further business, the meeting was adjourned at 10:41 pm.</p>	<p style="text-align: center;"><b>ADJOURNMENT</b></p>
<p>Submitted by,  Esther Perez, Trustee   Geneva Philpot, Chair Visalia Public Cemetery District</p>	<p style="text-align: center;"><b>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</b></p>
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