

VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, January 3, 2024 - 9:00 a.m.

Cemetery Office Board Room

MINUTES

<p>The meeting was called to order at 9:05am by Chair Philpot.</p> <p>Roll call by Board Secretary Stallions Opened with Prayer & Flag Salute by Vice Chair Johnson</p> <p>Present: Chair, Geneva Philpot Vice-Chair, Tom Johnson Trustee, George Ouzounian Trustee, Tom Link Trustee, Rosalinda Alexander District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No public comment</p>	<p>PUBLIC COMMENT</p>
<p>MIMSC Vice Chair Johnson/Trustee Link to approve the Consent Calendar as is. All Ayes.</p>	<p>CONSENT CALENDAR Special meeting 11/13/23, Regular Meeting 11/29/23, Burial Count, Workload Report, Monthly Overtime, Manager Report/Strategic Plan Update</p>
<p>Board Secretary Stallions spoke on the positive feedback from M Green & Company on the Payable/Receivable side of the audit.</p> <p>Office Supervisor Resendiz spoke on the Pre-Need unused liability report she is working on for the Audit. She is about 3% completed at this time.</p> <p>DM Lopez spoke on the overall review and information from M Green & Company. M Green & Company feel they will complete the Audit and present it to us by the end of February.</p>	<p>Audit update DM Lopez & Staff</p>

<p>Review and Discussion of the Reserve Fund Policy.</p> <p>Vice Chair Johnson asked that we add <u>all</u> definitions applicable to the bottom of page 2 of the Reserve Fund Policy for the next annual review.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian to approve the Reserve Fund Policy as presented. All Ayes</p>	<p>Ad-Hoc Committee to present Reserve Fund Policy for approval of updates. Chair Philpot, Vice Chair Johnson, and Trustee Ouzounian.</p>
<p>Discussion on who will attend the CAPC Conference in March 2024, as well as travel plans.</p> <p>The Board and Staff will look at the cost of driving and flying.</p>	<p>Finalize plans for CAPC Conference.</p>
<p>DM Lopez gave an update on the rental increases that will take effect February 1, 2024.</p> <p>16 units will have a 10% increase. 1 unit vacant. 2 units rented in 2023 (not being increased at this time.) 2 Units currently at market rent. 1 Unit currently in the process of being rented.</p> <p>This will give an annual increase of \$13,230.</p>	<p>Rental increase notifications from Millcreek Management.</p>
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Trustee Link/Trustee Alexander to approve the Financials as presented. All Ayes.</p>	<p>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR NOV 2023</p>
<p>Entered Closed Session 10:25am Resumed Open Session 11:51am</p> <p><i>Annual Increase to \$46.50^{hr} an hour for</i></p> <p>MMSC Trustee Alexander/Trustee Ouzounian to approve the 3.33% annual increase for the District Manager. All Ayes.</p>	<p>Closed Session- Public Employee Performance Evaluation – District Manager</p>
<p>NO Action</p>	<p>OTHER BOARD MATTERS</p>
<p>There being no further business the meeting was adjourned at 12:05pm</p>	<p>ADJOURNMENT</p>
<p>1/3/24</p> <p>Submitted by, <i>Jenn Stallions</i></p> <p>Jenn Stallions, Board Secretary Visalia Public Cemetery District</p> <p><i>Geneva Philpot</i> Geneva Philpot, Chair Visalia Public Cemetery District</p>	<p>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</p>