

**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES' REGULAR MEETING
Wednesday, August 2, 2023 - 9:00 a.m.
Cemetery Office Board Room**

MINUTES

<p>The meeting was called to order at 9:02am by Chair Philpot. Present: Chair, Geneva Philpot Vice-Chair, Tom Johnson Trustee, George Ouzounian Trustee, Tom Link (Left meeting at 10:06am, not at 60% of meeting) Trustee, Rosalinda Alexander District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz Architect, Walter Deissler (Via Zoom) Stifel Investment Investor, Sandra Wheeler (Via Zoom)</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No public comment</p>	<p>PUBLIC COMMENT</p>
<p>Minutes pulled from meeting 6/28/23 – spelling correction. MMSC Vice Chair Johnson/Trustee Link to approve all with a spelling correction on meeting minutes 6/28/23. All Ayes.</p>	<p>CONSENT CALENDAR Special meeting 6/14/23 and Regular meeting 6/28/23. Burial Count, Workload Report, Manager Report/Strategic Plan Update</p>
<p>Sandra Wheeler discussed the 6 Stifel investment accounts the Visalia Cemetery District currently has for annual review. She presented a portfolio of each account in detail. She also advised them of the overall % of each account and it's return at the end of this fiscal year. The Board was happy with the overall average of the 3% return we are currently yielding.</p>	<p>Sandra Wheeler, Stifel Investment Advisor – Annual Review (Via Zoom)</p>
<p>Walter Deissler presented the Operations Statement he and DM Lopez have been working on for submission to the City of Visalia. Vice-Chair Johnson wanted to add a section on the issue of the second site that had come up at the last City Council Meeting. The Board agreed and felt this issue needed to be addressed. All attached exhibits were shown and reviewed as well.</p>	<p>WALTER DEISSLER, ARCHITECT – Update on Master Plan being resubmitted to City of Visalia. (Via Zoom)</p>

<p>The Board has agreed to start the process of the new office building and get all necessary documentation needed to move forward. The Board also requested DM Lopez to review and look at our Stifel accounts closely. We need to make sure we have money available when this project starts to pull as needed.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian for DM Lopez to work with Architect, Walter Deissler to begin the drawings and necessary documents to start the new office building. All Ayes.</p>	<p>Visalia Board of Trustees – Determine start date of new office building</p>
<p>Jason Hutton wanted clarity on what can and can't be done with the rentals. Millcreek felt they had been misdirected up until this point. So, with discussion from the board, they are now all on the same page. They will do all annual Inspections. As well as when someone moves out, they will do a full assessment of the interior and exterior. Data will be gathered for the Board to assess future investment in each rental property.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian to move forward with the bids presented. One bid was for 918 Rinaldi from TCK Roofing for a new roof. The other was to move forward with 816 Rinaldi from Superior Air on new cooler unit. Millcreek is to assess the interior condition as well on 918 Rinaldi and report back to DM Lopez. All Ayes.</p>	<p>Jason Hutton, Millcreek Management - Rental Update</p>
<p>Chair Philpot discussed the possibility of having seven Board members in the future. This was not agreed on with the other Board members at this time. The Board is still in agreement that this will remain a five Board Member Board now and into the future.</p> <p>Chair Philpot advised of her meeting with L. Micari. Chair Philpot told the board she advised him of the new office building and loan. She was transparent with him about the future of the new office and timelines.</p>	<p>Board Chair Philpot- Report of meeting with Tulare County Supervisor, Larry Micari</p>
<p>Discussion of who will attend the CAPC Conf in Oct 2023 At this time Vice Chair Johnson will attend not sure of travel. Trustee Alexander will attend and take the train. Trustee Ouzounian will not attend. Chair Philpot and Trustee Link are not sure yet on attending.</p> <p>Chair Philpot asked for DM Lopez to make the room reservations for all other than Trustee Ouzounian and we can cancel if need be.</p>	<p>CAPC Conf Info</p>
<p>Discussion on M. Green & Company being the new Auditor for the Visalia Public Cemetery.</p>	<p>Audit Proposal for 2022-2023</p>

<p>Reviewed fees in the welcome packet along with any questions the Board may have. Mary Quillin, CPA Auditor from M. Green & Co. will be at the next Board meeting on Aug 30th to discuss the Audit in more detail.</p> <p>MMSC Trustee Ouzounian/Trustee Alexander to move forward and accept the proposal from M Green & Company as presented. All Ayes.</p>	
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian to approve the Financials as presented. All Ayes.</p>	<p>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR JUNE 2023</p>
<p>Discussion of J. Stallions Bookkeeper/Board Secretary running for a Board spot on PCA.</p> <p>MMSC Chair Johnson/Trustee Ouzounian to accept the recommendation from DM Lopez for J. Stallions to run for the PCA Board. All Ayes.</p> <p>DM Lopez discussed the possible changes in the Pre-Need money and how it is being processed as of now. We will be working closely with the new Auditor to find the best way to do this and present to the Board the findings for the future.</p> <p>DM Lopez requested the approval for a new account called the “Holding/Reserve Payments Account”. This account will be specifically for GSRMA and New office Loan payment. The monthly amount transferred will be \$13,800. Money will be pulled at the time of need for payments.</p> <p>MMSC Trustee Ouzounian/ Vice Chair Johnson to accept the recommendation from DM Lopez in the amount of \$13,800 monthly to transfer from Revolving to the Holding/Reserve Payment account. These funds are strictly used for GSRMA and New office Loan payment when due. All Ayes.</p>	<p>OTHER BOARD MATTERS</p>
<p>There being no further business the meeting was adjourned at 12:25pm</p>	<p>ADJOURNMENT</p>
<p>8/2/2023 Submitted by, Jenn Stallions, Board Secretary Visalia Public Cemetery District</p> <p>Geneva Philpot, Chair Visalia Public Cemetery District</p>	<p>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</p>

