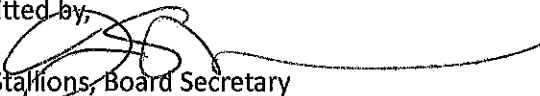



VISALIA PUBLIC CEMETERY DISTRICT

**BOARD OF TRUSTEES' REGULAR MEETING Wednesday, January 31, 2024 - 9:00 a.m.
Cemetery Office Board Room**

MINUTES

<p>The meeting was called to order at 9:03am by Chair Philpot. 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 Monica Story, Member of the Public</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No public comment</p>	<p>PUBLIC COMMENT</p>
<p>MMSC Vice Chair Johnson/Trustee Link to approve the Consent Calendar with corrections. All Ayes.</p> <p>Correction - Changing District Managers salary increase from 3.33% to \$46.50 an hour on the minutes.</p> <p>Discussion from the Board, it's the Boards understanding that the \$39,551.15 pulled from the New Office Account to pay for the loan will be replenished over the next 6 months. The policy is that the New Office Account shall be used only for the new office, not for the loan payment.</p>	<p>CONSENT CALENDAR Regular Meeting 1/3/24, Burial Count, Workload Report, Monthly Overtime, Manager Report/Strategic Plan Update, Rental Properties</p>
<p>Chief Deputy Jeff Kuhn swore in Chair Philpot and Trustee Ouzounian in the District office prior to the meeting starting. The new term will take Chair Philot and Trustee Ouzounian through 2028.</p>	<p>Oath of Office re-appointment for Board Chair Philpot & Trustee Ouzounian</p>
<p>DM Lopez reviewed the billing and payments that have been completed to this point. Discussion of the timeline of the new office and the status of the building currently. Per Walter Deissler the building hopes to break ground in late August of 2024. DM Lopez to update the Board of Trustees with update on the underground utility services.</p>	<p>New office/Expansion Update</p>

<p>Office Supervisor Resendiz addressed two Pre-need contracts # 2021-47 & 48 that are in default. The last payment was made March 9, 2021. Several phone calls and attempts have been made to help this family make these accounts current. After certified mail was returned, these contracts are in default and put back in inventory.</p>	<p>Pre-need declaration of Defaults Contract #2021-47 & 48</p>
<p>Discussed the resignation of Trustee Alexander.</p> <p>Discussed the positions of the Chair and Vice Chair and how the rotation should be done for each term.</p>	<p>Visalia Public Cemetery District Board of Trustees succession plan discussion. Board Chair Philpot</p>
<p>Postponed to next meeting</p>	<p>Visalia Public Cemetery Quiz</p>
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Trustee Link/Trustee Ouzounian to approve the Financials as presented. All Ayes.</p>	<p>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR DEC 2023</p>
<p>Chair Philpot would like to dismiss the AD-Hoc committee. Business of the Reserve Fund Policy is completed.</p> <p>DM Lopez discussed the possibility of looking into Solar. He will continue to do his research into this matter and bring his findings to the Board.</p> <p>DM Lopez advised the Board of the new website company we are moving to. We are currently working with Streamline and hope to be up and running in the next 30-60 days.</p> <p>DM Lopez advised the small equipment Grant with San Joaquin has been approved.</p> <p>DM Lopez advised at Visalia Cemetery that a district public employee has submitted a retirement letter on January 2nd, 2024, with a final day on April 1st, 2024.</p> <p>DM Lopez discussed his review of the Employee Manual. He continues to work through it and will be bringing some future questions for clarification and suggestions to the Board of Trustees.</p>	<p>OTHER BOARD MATTERS</p>
<p>There being no further business the meeting was adjourned at 11:15am</p>	<p>ADJOURNMENT</p>
<p>1/31/24 Submitted by,</p>  <p>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>