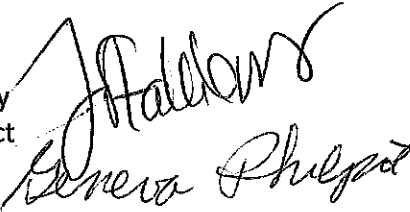


VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, July 31, 2024 - 9:00 a.m.
Cemetery Office

MINUTES

<p>The meeting was called to order at 9:10 am by Chair Philpot. Opened with Prayer & Flag Salute by Trustee, Perez</p> <p>Present: Chair, Geneva Philpot Vice-Chair, Esther Perez Trustee, Tom Link (excused absence) Trustee, Patrick Burks (excused absence) Trustee, Tom Johnson District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz Mary Quillin – CPA M. Green & Company</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No public Comment</p>	<p>PUBLIC COMMENT</p>
<p>MMSC Trustee Johnson/Vice Chair Perez to approve the Consent Calendar with wording correction on the minutes. All Ayes.</p> <p>The wording correction was to remove the word "Ouzounian" from the letters read agenda column.</p>	<p>CONSENT CALENDAR Regular Meeting 6/26/24, Burial Count, Workload Report, Monthly Overtime, Manager Report/Strategic Plan Update, Rental Properties</p>
<p>M. Quillin did a review with the Board of the "Draft" copy of the 2022-2023 Audit. At this time, she was still waiting for some clarification on the Endowment Fund Account. Once she gets the supporting documents, she will finalize the Audit and send the bound copies. A management letter was also left for the Board Chair and District Manager to sign.</p>	<p>Annual Report of the 2022-2023 Audit. Mary Quillin – CPA M. Green & Co.</p>
<p>DM Lopez supplied 4 bids in total for review. DM Lopez reminded the Board we have funds from the Nash family for the Chapel in the Capital Outlay Account at Stifel.</p> <p>MMSC Trustee Johnson/Vice Chair Perez to accept the Blankenship proposal of \$9,800 if it is a firm bid for the equipment we have specified; if not, to accept the Superior Air bid of \$10,538. The money will come from Capital outlay. All Ayes.</p>	<p>Review bids for a new AC at the Cemetery Chapel</p>

<p>Board Secretary and Office Supervisor were asked to step out of the meeting by DM Lopez.</p> <p>MMSC Vice Chair Perez/Trustee Johnson with an offer of a 4% increase to the Bookkeeper as of July 1st 2024, in recognition of her increased duties and responsibilities assigned by the District Manager. All Ayes</p>	<p>Review employee payment in lieu of health benefits</p>
<p>The Board Secretary and Office Supervisor asked back in.</p> <p>Office Supervisor M. Resendiz addressed Pre-Need Contract #2023-42 being in default.</p> <p>MMSC Trustee Johnson/Vice Chair Perez approved to declare contract number #2023-42 in default and return to inventory. All Ayes</p>	<p>Pre-Need declaration of default Contract #2023-42</p>
<p>As of now, The Board would like to make room reservations with the intent of all attending. Some Board members will not need a room they will have accommodations. More information with final numbers and rooms will be given at the Aug 28th meeting.</p>	<p>Attendees for CAPC Educational Seminar/Area Meeting Oct 11th & 12th</p>
<p>DM Lopez presented a PowerPoint to the Board of the Semi-Annual numbers for 2023-2024.</p> <p>Chair Philpot advised that a motion for payment in lieu was not made or voted on and needed to be rescinded.</p> <p>MMSC Chair Philpot/Vice Chair Perez to rescind the in lieu of health benefit that was to take effect July 1, 2024. All Ayes</p>	<p>Semi-Annual VPCD Report</p>
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Trustee Johnson/Vice Chair Perez to approve the Financials as presented. All Ayes.</p>	<p>Financials and Credit Card Statement Review for June 2024</p>
<p>DM Lopez advised the Board that the "flower team" is still in motion. It's a progress that will take some time and we should have some more information to present to the Board at the August meeting.</p> <p>DM Lopez let the Board know he had purchased 4 tickets to The State of Local Government meeting. The Board will decide who will be attending and let DM Lopez know.</p> <p>DM Lopez reminded the Board if they have not completed the Ethics Training please do so.</p>	<p>Other Board Matters</p>
<p>There being no further business the meeting was adjourned at 12:23 pm</p> <p>7/31/2024 Submitted by,</p> <p>Jenn Stallions, Board Secretary Visalia Public Cemetery District</p> <p>Geneva Philpot, Chair Visalia Public Cemetery District</p> 	<p>ADJOURNMENT</p> <p>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</p>