

# VISALIA PUBLIC CEMETERY DISTRICT

BOARD OF TRUSTEES' REGULAR MEETING Wednesday, November 29, 2023 - 9:00 a.m.  
Cemetery Office Board Room

## MINUTES

<p>The meeting was called to order at 9:02am by Chair Philpot.</p> <p>Opened with Collect &amp; Flag Salute by DM Lopez Roll call by Chair Philpot</p> <p>Present: Chair, Geneva Philpot Vice-Chair, Tom Johnson (Arrived at 10:38am) Trustee, George Ouzounian Trustee, Tom Link (Left at 11:22am) Trustee, Rosalinda Alexander District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz</p>	<p><b>CALL TO ORDER AND RECORD OF ATTENDANCE</b></p>
<p>No public comment</p>	<p><b>PUBLIC COMMENT</b></p>
<p>MMSC Trustee Link/Trustee Ouzounian to approve the Consent Calendar as is. All Ayes.</p>	<p><b>CONSENT CALENDAR</b> Regular meeting 10/25/23, Burial Count, Workload Report, Monthly Overtime, Manager Report/Strategic Plan Update</p>
<p>MMSC Trustee Johnson/Trustee Ouzounian to approve pay scale presented by DM Lopez effective Dec 1<sup>st</sup>.</p> <p>MMSC Trustee Alexander/Vice Chair Johnson that any employee that declines the cemetery's health benefits received a "cash in lieu" payment of 30% (Federal Standard Rate) in place of receiving our health benefits, paid over an annual period. Effective at the start of the fiscal year 2024. All Ayes.</p>	<p><b>Approve annual wage scale increase, job descriptions and staff update.</b></p>
<p>MMSC Vice Chair Johnson/Trustee Ouzounian Approved the Bylaws as presented. All Ayes.</p>	<p><b>Annual review of Visalia Public Cemetery District Bylaws</b></p>

<p>DM Lopez spoke on the City of Visalia Public meeting from 11/20/23. The motion passed with a 4 to 1 vote. We will be moving forward with the current 2005 Masterplan.</p> <p>The second reading will be added to the consent calendar on Monday 12/4/23. This will start the 30-day clock for when an ordinance change becomes effective. In this case it will be for the re-zone request.</p> <p>Notice of the exemption filed on Nov 27<sup>th</sup>, 2023, for environmental document 2022-42.</p>	<p><b>City of Visalia Public Meeting update from 11/20/23</b></p>
<p>DM Lopez spoke on the Audit update. Our goal is to have the Audit for Fiscal year 2022-2023 completed and recorded by Jan 2024.</p> <p>We are currently working on two major projects for the Audit.</p> <p>First is the information on available graves, pre-owned and pre-paid burial costs. This will involve going through each individual book line by line.</p>	<p><b>Enterprise Audit update and discussion of suggestions</b></p>
<p>Discussion on who will attend the conference and travel. More information to come closer to the time.</p> <p>Currently Attending would be Chair Philpot, Vice Chair Johnson, Trustee Ouzounian.</p> <p>Trustee Alexander is not attending, Trustee Link is not confirmed currently.</p>	<p><b>Attendees for the CAPC 66<sup>th</sup> Annual Conference 2024 March 14-16</b></p>
<p>Review of the Financials and Credit Card Statement.</p> <p><b>MMSC Vice Chair Johnson/Trustee Ouzounian to approve the Financials as presented. All Ayes.</b></p>	<p><b>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR OCT 2023</b></p>
<p>Trustee Alexander stated she is not currently getting the Smart Sheet.</p> <p>DL Lopez advised Walter and himself to start the process for advertising for bids for the New Cemetery Office.</p>	<p><b>OTHER BOARD MATTERS</b></p>
<p><b>There being no further business the meeting was adjourned at 11:53am</b></p>	<p><b>ADJOURNMENT</b></p>
<p>11/29/23 Submitted by, Jenn Stallions, Board Secretary Visalia Public Cemetery District</p> <p><i>Jenn Stallions</i></p> <p>Geneva Philpot, Chair Visalia Public Cemetery District</p> <p><i>Geneva Philpot</i></p>	<p><b>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</b></p>