

**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES' REGULAR MEETING
Wednesday, August 30, 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 Trustee, Rosalinda Alexander (Excused Absence) District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz Architect, Walter Deissler M Green & Company LLC, Mary Quillin CPA</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No public comment</p>	<p>PUBLIC COMMENT</p>
<p>Review and Discussion MMSC Trustee Link/Vice Chair Johnson to approve all as presented. All Ayes.</p>	<p>CONSENT CALENDAR Regular meeting 8/2/23. Burial Count, Workload Report, Manager Report/Strategic Plan Update</p>
<p>Introduction of Mary Quillin with M Green & Company to our Board. Mary went over her schooling and work history as a CPA and now a partner with M Green & Company. Mary went over the Audit and her expectations of what the firm would provide as part of the contract.</p>	<p>Mary Quillin – M Green & Company LLC. Introduction of Auditor for 2022- 2023 Audit.</p>
<p>Walter Deissler presented a copy of the new office floor plan for approval. MMSC Trustee Ouzounian/Vice Chair Johnson to approve the layout as presented. All Ayes.</p>	<p>Walter Deissler - Architect Update on New Office Building</p>
<p>Discussion on the wording of policy number 2023-2. MMSC Vice Chair Johnson/Trustee Link Rescind Rental Reimbursement Policy 2023-2 and approve Proposed "Rental Policy Regarding a 90-Day Notice." Remove (Revised date 8-30-2023) and change to, (Effective date of 8/30/23) and keep the same policy number of 2023-2.</p>	<p>Rescind Rental Reimbursement from 5/31/23 & Approve proposed Rental Policy Regarding 90- Day Notice.</p>

<p>Review the 918 Rinaldi Rental Property updated Bid for \$19,500 from TCK Roofing. (Reroof, House Repairs, & Stucco Repair.)</p> <p>Review the 816 Rinaldi Rental Property updated Bid for \$13,050 from TCK Roofing. (Reroof, & Roof Maintenance Drywall repair)</p> <p>MMSC Trustee Link/Trustee Ouzounian approve to move forward with the repairs listed on the 2 bids presented for both properties at 918 and 816 Rinaldi. All Ayes.</p>	<p>Rental property update from DM Lopez</p>
<p>Discussion on who will attend the CAPC Conf in Oct 2023. DM Lopez is still waiting for the final head count on who will attend as well as transportation. Will have the final number by the first part of September to make all the necessary arrangements.</p>	<p>CAPC Conf Info</p>
<p>Update on the status of the \$100,000 Grant with SJVAPCD. DM Lopez has completed all the forms and is ready to submit applications with Board approval.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian DM Lopez to move forward with the \$100,000 grant application with SJVAPCD for the 5 vehicles. All Ayes.</p>	<p>Proposal to submit alternative fuel vehicle grant application to SJVAPCD</p>
<p>Discussion of Family Coordinator & Groundskeeper/Labor</p> <p>MMSC Vice Chair Johnson/Trustee Link approved rate increase for 1 Family Coordinator with Title Change and 1 Groundskeeper/Labor rate increase effective September 1, 2023. All Ayes.</p> <p>Discussion of Landscape/Burial lead</p> <p>MMSC Vice Chair Johnson/Trustee Link approved for DM Lopez to make the change for 1 Landscape/Burial lead rate and title to be moved to the top end of skilled labor effective no later than September 30, 2023. All Ayes.</p>	<p>CLOSED SESSION Public Employee Performance Evaluation</p>
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Trustee Ouzounian/Vice Chair Johnson to approve the Financials as presented. All Ayes.</p>	<p>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR JULY 2023</p>

<p>Vice Chair Johnson asked for DM Lopez to work alongside Architect Walter Deissler to create a letter for City Council on the 2 permits still showing open. The Board would like clarity and documentation of the finding for our records.</p> <p>Chair Philpot would like an analysis of graves we still have open that are over 40 years old and still not occupied. The Board feels maybe we should send a letter to the families asking for a current succession plan.</p> <p>This is also something the Board feels would be good to have as an article in "The Good Life" as well as on our website in the future. More discussion to come at a future date.</p>	<p>OTHER BOARD MATTERS</p>
<p>There being no further business the meeting was adjourned at 11:57am</p>	<p>ADJOURNMENT</p>
<p>8/30/2023 Submitted by,  Jenn Stallions, Board Secretary Visalia Public Cemetery District  Geneva Philpot, Chair Visalia Public Cemetery District</p>	<p>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</p>