

**VISALIA PUBLIC CEMETERY DISTRICT**  
**1300 W. GOSHEN AVE, VISALIA, CA 93291 (559) 734-6181**  
**REGULAR BOARD OF TRUSTEES MEETING**  
**Wednesday, March 26, 2025 – 9:15 A.M.**  
**Cemetery Office Board Room**

MEMBERS OF THE PUBLIC MAY COMMENT ON ANY ITEM NOT ON THE AGENDA THAT IS WITHIN THE JURISDICTION OF THE BOARD.  
Under State law, matters presented during public comments cannot be discussed or acted upon by the board in this meeting.

1. For items on the agenda, the public is invited to make comments during the public comment period.
2. Any person addressing the board will be limited to a maximum of five (5) minutes. Public comments will be limited to a total of 15 minutes during the public comment period.
3. If more than 3 people wish to comment, then time will be divided equally between all people wishing to speak so that everyone has an opportunity to address the Board.

**AGENDA**

**CALL TO ORDER, ROLL CALL, FLAG SALUTE**

**ACTION ITEMS: OPEN SESSION AGENDA ITEMS**

1. Consent calendar – Meeting minutes, Regular 2/26/25 Burial count, workload report, monthly OT, Manager report, Rental properties. Pg. 1-11
2. Review and approve the salary range for the District Manager.
3. Review, discuss, and approve updates for the chair and vice chair policy duties. Pg. 12
4. Review, discuss, and approve updates for the trustee's duties and responsibilities policy. Pg.13-14
5. Update the board of Trustees' budget training cost.
6. Review, discuss, and update strategic plans.
7. Update the board of trustees on the west side expansion project.
8. Attendee recap from the CAPC Conference on March 14<sup>th</sup> and 15<sup>th</sup>, 2025.
9. Discuss CAPC administrative duties.
10. Review office remodel plans
11. Financial and credit card statement review for February 2025. Pg. 15 - 29
12. Other Board Matters and Adjournment.

ALL WRITINGS, MATERIALS, AND INFORMATION PROVIDED TO THE BOARD FOR THEIR CONSIDERATION RELATING TO ANY OPEN SESSION AGENDA ITEMS OF THE MEETING ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE ADMINISTRATION OFFICE OF THE DISTRICT LOCATED AT 1300 W. GOSHEN AVE, VISALIA CA. 93291

**CLOSED SESSION**

AS PROVIDED IN THE RALPH M. BROWN ACT, GOVERNMENT CODE 54950 ET SEQ. THE BOARD MAY MEET IN CLOSED SESSION WITH MEMBERS OF ITS STAFF, EMPLOYEES, AND ITS ATTORNEYS. THESE SESSIONS ARE NOT OPEN TO THE PUBLIC AND MAY NOT BE ATTENDED BY MEMBERS OF THE PUBLIC. THE MATTERS THE BOARD WILL MEET ON IN CLOSED SESSION REQUIRE IMMEDIATE ATTENTION AND ARISE AFTER THE POSTING OF THE AGENDAS. ANY PUBLIC REPORTS OF ACTION TAKEN IN THE CLOSED SESSION WILL BE MADE PER GOVERNMENT CODE 54957.1

IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 734-6181