

**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES' REGULAR MEETING
Wednesday, September 27, 2023 - 9:00 a.m.
Cemetery Office Board Room**

MINUTES

<p>The meeting was called to order at 9:04am by Chair Philpot.</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</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No public comment</p> <p>Opened with Flag Salute & Prayer by Trustee Alexander</p>	<p>PUBLIC COMMENT</p>
<p>Review and Discussion</p> <p>MMSC Trustee Link/Trustee Alexander to approve all as presented. All Ayes.</p>	<p>CONSENT CALENDAR Regular meeting 8/30/23 Burial Count, Workload Report, Manager Report/Strategic Plan Update</p>
<p>Discussion on the Policy and Resolution regarding Health Care for Retirees. The Board would like to have both the Policy and Resolution presented at the same time for review and approval. This item was tabled until the October Board meeting.</p> <p>Discussion on changing the name of the Health Care Fund to include Sick time and Vacation time. The name change suggestion was Employee Health Care for Retirees Vacation and Sick payout.</p> <p>MMSC Trustee Link/Vice Chair Johnson to except the name change from Health Care Fund to Employee Health Care for Retirees Vacation and Sick payout All Ayes.</p>	<p>Approve Health Care for Retirees Policy 2023-4 to supersede Health Care for Retirees Policy approved on September 30, 2020</p>

<p>Discussion on payments made to the Board members for additional meetings and conferences. Discussion if this needs to be updated as well to the Bylaws. DM Lopez to get clarity on this before the October Board Meeting.</p> <p>MMSC Vice Chair Johnson/Trustee Ouzounian All Board Trustees shall receive \$100 for each regular monthly Board meeting. They will also be eligible for a stipend of \$100 for attending any Conferences that fall on Monday - Friday. All other meetings will pay a stipend at \$50 per committee meeting. At any time, any Board member can waive the right to receive payment. All Ayes.</p>	<p>Review of VPCD Bylaws regarding Board Compensation</p>
<p>Office Supervisor Resendiz presented a report on upright burial space available in the Visalia Public Cemetery. We currently have 69 upright graves available as of Sept 21, 2023. A team was asked to brainstorm space and ideas for the future of our Cemetery. A few places have been discovered in the Cemetery for future upright burials. The Team was able to add 70 additional upright graves in Silent Heart. The staff will continue to work together with more information and areas to bring to the Board Quarterly with updates. The Board was very happy and pleased with the presentation.</p>	<p>Burial upright graves and cremation inventory.</p>
<p>Bookkeeper/Board Secretary Stallions discussed the request to be starting ACH (Automated Clearing House) for our Stifel Accounts. This will eliminate the chance of checks being lost in the mail. Delays with payments, travel for our employees, and a quicker process of getting money to Millcreek for repairs.</p>	<p>Discussion of ACH Transfers to and from Stifel accounts.</p>
<p>Discussion on Rate increase letter that was sent out by Millcreek Management.</p> <p>MMSC Vice Chair Johnson/Trustee Link for DM Lopez to use Manager discretion and move forward with rent increases he feels are satisfactory, based upon living conditions of each rental. This will determine the percentage of increase. It cannot be more than a 10% increase All Ayes.</p>	<p>Review Letter Received from Millcreek Management regarding property rate increase</p>
<p>Discussion on when bids are presented to DM Lopez from Millcreek management. What the process will be, what is the dollar amount he is approving, and what process will be done for payment.</p>	<p>Discussion of Millcreek money management flow for large projects</p>

<p>MMSC Vice Chair Johnson/Trustee Link DM Lopez required to approve any bid over \$2,500 as well as pull that money from Expansion Fund at Stifel. All Ayes.</p>	
<p>Review of the Financials and Credit Card Statement.</p> <p>MMSC Vice Chair Johnson /Trustee Ouzounian to approve the Financials as presented. All Ayes.</p>	<p>FINANCIALS AND CREDIT CARD STATEMENT REVIEW FOR AUG 2023</p>
<p>DM Lopez addressed Vice Chair Johnson needing to complete his Sexual Harassment course. It is scheduled via Zoom Oct 5th at 3pm.</p> <p>DM Lopez advised all documents have been submitted to the City Council. We are still waiting for the date to be placed on the schedule. DM Lopez will advise the Board when that date has been set.</p> <p>Trustee Link would like himself and Trustee Alexander to work alongside Office Staff Cecilia Lares on the Marketing side of the Website for the future.</p> <p>Trustee Alexander would like to have GreenRose Productions help in the restoration of the Statue at the VMG. Pricing will be investigated and brought back to the October meeting.</p>	<p>OTHER BOARD MATTERS</p>
<p>There being no further business the meeting was adjourned at 11:36am</p>	<p>ADJOURNMENT</p>
<p>9/27/23 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>
