

VISALIA PUBLIC CEMETERY DISTRICT
 BOARD OF TRUSTEES REGULAR MEETING
 WEDNESDAY, FEBRUARY 23, 2022 9:00 A.M. CEMETERY OFFICE

MINUTES

Trustees Philpot, Ouzounian, Johnson and Alexander were present. Link was absent (expected to be late)- excused. Domingo Lopez, staff and Summers District Manager were present.	CALL TO ORDER AND RECORD OF ATTENDANCE
No Public in attendance.	Public Comment
Philpot asked to remove the minutes from consent for 2 changes – DM Summers attended by phone and the price of the piano needs to be changed from \$350 to \$300. Johnson questioned why COVID sick pay law doesn't affect the district. Summers stated last year the Board chose to continue sick pay but since the district has less than 25 employees; this law is not actually a requirement for our District. MMSC to approve the consent calendar with the changes made to the minutes. Johnson/Ouzounian All Ayes.	Consent Items Minutes, Burial Count and Workload Report, Manager Report/Strategic Plan Update
Johnson asked Summers to contact GSRMA to advise them we have employees working at the Woodlake Cemetery in case there is a liability issue. 1 to 4 employees are working in Woodlake each day, continuing to do burials and processing payments and paying bills as needed. The WPCD is paying mileage reimbursement to the employees. WPCD will pay VPCD a lump sum equal to the gross pay of their manager. Summers to divide the payment through payroll to all VPCD employees since it takes the whole team working together to run both cemeteries. Summers expects VPCD will need to help out in Woodlake for another month.	Woodlake Update
Domingo reported that they learned about things that can be done to keep our computer secure. Cindy to check with Valley Expetec for a business only pop-up. Everyone needs reminding not to click on unknown links. We may want to consider a social media policy. Passwords need to be secure but available from "the gate keeper" if needed. There was also an update from LAFCO regarding infrastructure at the meeting. The board requested that Lopez research the possibility of solar for the shop due to increased electrical outlets and over the pavilion parking lot.	Cyber Security Meeting update from Domingo Lopez
Tom Link entered the meeting at 10am.	
Reservation packets were handed out to all Trustees and the reimbursements form was reviewed for appropriate charges.	CAPC Conference and reimbursable expenses
Break at 10:20am 10 min.	
<u>Moved to item 6</u> The Board are going to attend different sessions at the Seminar so at least 1 Trustee will be in each session.	PCA Seminar Update

<p><u>Back to Item 5</u> Discussion regarding Alexander's use of the Chapel for events. The Trustees signed a waiver allowing her to use the chapel with the stipulation that she pay fees that would be paid by anyone else for the same use, pay for liability insurance for the event and be responsible for maintenance required due to the use of the chapel.</p>	<p>Dia De Los Muertos Chapel Event</p>
<p>Summers presented the time line as "ball park" and stated the start date would be delayed a month or two due to the involvement in Woodlake Cemetery. A Site Plan drawing will be needed. The Board gave direction to Summers to contact Walter Deissler for assistance with the drawing. There was discussion regarding the number of roads to the west out on to Rinaldi, 2 had been planned for, the Board only wants 1. Include a future new office site in the parking lot north of the existing office and include the expanded front gate. The Board requested a tour of the cemetery be included during the next Board meeting and include Walter.</p>	<p>Westside Expansion time line</p>
<p>Summers gave Ouzounian a copy of his report with her notes and corrections, a copy of the case notes from the excess carrier and the investigation notes. Summers stated that the case notes are public, they were printed from an internet search. The investigation notes are a personnel/confidential document and cannot be shared – it is for his informational use only.</p>	<p>Financial Oversight Committee – Case Study recommendations and corrections</p>
<p>MMSC to vote for Orland Cemetery. Philpot/Johnson All Ayes</p>	<p>GSRMA Board Cemetery Position Ballot</p>
<p>MMSC to approve the Financial Report as presented. Link/Ouzounian All ayes</p>	<p>Financial Reports and Credit Card Statement</p>
<p>Alexander will research options for Zoom meetings. She would like the Board to consider Instagram and more public events. She voiced concerns about security.</p>	<p>Other Board Matters</p>
<p>There being no further business the meeting was adjourned at 12:31 am.</p>	<p>Adjournment</p>
<p>3-30-2022 Geneva Philpot, Board Chair Cindy Summers, Dist. Manager</p>	