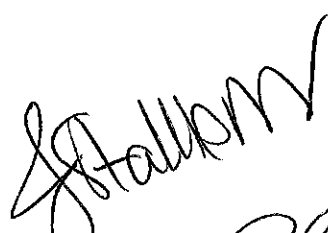



VISALIA PUBLIC CEMETERY DISTRICT

**BOARD OF TRUSTEES' REGULAR MEETING Wednesday, March 26, 2025, at - 9:15 a.m.
Cemetery Office Board Room**

MINUTES

<p>The meeting was called to order at 9:20 am by Chair Philpot. Opened with Roll Call, Moment of Silence & Flag Salute by Trustee Perez</p> <p>Present: Chair, Geneva Philpot Vice-Chair, Esther Perez Trustee, Tom Link Trustee, Patrick Burks Trustee, Tom Johnson District Manager, Domingo Lopez Board Secretary, Jenn Stallions Office Supervisor, Maria Resendiz</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>No member of the Public</p>	<p>PUBLIC COMMENT</p>
<p>MMSC Trustee Link/Trustee Perez: To approve the consent calendar as presented. All Ayes.</p>	<p>CONSENT CALENDAR Regular Meeting 2/26/2025, Burial Count, Workload Report, Monthly Overtime, Manager Report, Rental Properties</p>
<p>MMSC Trustee Johnson/Trustee Burks: To approve the salary range for the District Manager. All Ayes.</p>	<p>Review and approve the salary range for the District Manager</p>
<p>MMSC Trustee Burks/Trustee Link: To approve the Duties of Chair and Vice-Chair policy as presented. All Ayes.</p>	<p>Review, discuss, and approve updates for the Chair and Vice Chair policy and duties.</p>
<p>MMSC Trustee Johnson/Trustee Burks: To approve the Trustees' Duties and Responsibilities policy with the addition of "Public Cemetery Alliance" to item #5 under New Board Members' needs, as well as adding the word "Prevention" after the wording Sexual Harassment." All Ayes.</p>	<p>Review, discuss, and approve updates for the Trustee's duties and responsibilities policy.</p>

<p>DM Lopez reviewed the training costs and schedule for PCA and CAPC for the upcoming fiscal year 2025-2026. He asked the Board to consider what they will be attending, so we can accurately account for the amount in the 2025-2026 budget.</p>	<p>Update the Board of Trustees' budget training cost.</p>
<p>The Board discussed and reviewed the current strategic plan. They approved DM Lopez to make changes and updates as needed.</p>	<p>Review, discuss, and update strategic plans.</p>
<p>DM Lopez advised the board that the Engineer is finalizing plans, and we should have the project approved in about two weeks. This item will be added back to the agenda for the April meeting.</p>	<p>Update the Board of Trustees on the West Side Expansion Project.</p>
<p>All Staff and Board members who attended the conference did a quick recap on what they took away and learned from the CAPC conference in Seaside on March 14th and 15th, 2025. Overall, a good conference.</p>	<p>Attendee recap from the CAPC Conference on March 14th and 15th, 2025.</p>
<p>Chair Philpot requested that DM Lopez contact Carol Griese, Executive Director of the California Association of Public Cemeteries, to discuss the future of CAPC and the associated duties that come along with being the Director. Chair Philpot asked DM Lopez to have this report at our next regular board meeting on April 30, 2025.</p>	<p>Discuss CAPC administrative duties.</p>
<p>DM Lopez reviewed the old plans that Architect Walter Deissler had for the current office remodel. He advised the board that he had also reviewed these plans with the office staff for their input.</p>	<p>Review office remodel plans.</p>
<p>MMSC Trustee Link/Trustee Perez: To approve the financials with the correction of the reserve fund balance being \$404,241.74. All Ayes.</p>	<p>Financial and credit card statement review for February 2025</p>
<p>Trustee Link: Request refund for graves and research of new cemetery land to be added to the April agenda.</p> <p>DM Lopez: Reminded the board of Ethics and Sexual Harassment Prevention training and who still needs to complete it.</p>	<p>Other Board Matters</p>
<p>There being no further business, the meeting was adjourned at 12:35 pm 3/26/2025</p> <p>Submitted by,</p> <p>Jenn Stallions, Board Secretary Visalia Public Cemetery District</p> <p>Geneva Philpot, Chair Visalia Public Cemetery District</p>  	<p>ADJOURNMENT</p> <p>**ALL MEMBERS MUST ATTEND 60% OR MORE OF THE MEETING FOR STIPEND. **</p>