
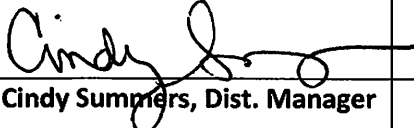


**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
WEDNESDAY, AUGUST 25, 2021 9:00 A.M. Cemetery Chapel**

**Non-vaccinated attendees to wear masks and distance themselves 6 feet from other attendees.
MINUTES**

<p>The meeting of the Board of Trustees was called to order at 9:05 am by Chairperson Philpot. Other Trustees present Ouzounian and Link. Johnson was absent, excused. Also present were District Manager Summers and 2 members of the public.</p>	<p style="text-align: center;">CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>Rosalinda Verde Alexander and Susan Muro introduced themselves and explained why they were interested in serving on the Cemetery Board.</p>	<p style="text-align: center;">Public Comments</p>
<p>MMSC To accept the minutes as submitted. Ouzounian/Link All ayes.</p>	<p style="text-align: center;">Minutes from Regular Meeting on 7-28-21</p>
<p>Table until October as requested by artist, Mikayla Gutierrez.</p>	<p style="text-align: center;">Silent Hearts Mural</p>
<p>Direction given to Summers to get a quote from Key Evidence for electronic code locking and to contact the city of Visalia parks department regarding locks they use and report back at the next meeting.</p>	<p style="text-align: center;">Public Restrooms</p>
<p>MMSC to allow trade ins of old vehicles on the purchase of the Telehandler. Philpot/Ouzounian All ayes.</p>	<p style="text-align: center;">Telehandler Purchase</p>
<p>Direction given to Summers to have the picture adjusted by 1/8 of an inch all around and present it at the next meeting.</p>	<p style="text-align: center;">LOGO for VPCD</p>
<p>MMSC On page 7 in D, eliminate the b section. Ouzounian/Link. All ayes. MMSC In the Committee Overview and Duties to change <u>shall to may</u> in 3. Take out <u>or his/her designee</u> and <u>standing</u> in 10 and change <u>shall to may</u>. Link/Ouzounian All ayes. MMSC to accept the changes submitted by Philpot to the Trustees Duties and Responsibilities. Ouzounian/Link All ayes.</p>	<p style="text-align: center;">Review By-laws</p>
<p>MMSC to reduce rent for employee Angel Martinez to \$600 on Sady apartment with signed agreement. Ouzounian/Link All ayes.</p>	<p style="text-align: center;">Employee Housing</p>
<p>These copies are for the Trustees policy binders.</p>	<p style="text-align: center;">Policy and Table of Contents updated</p>
<p>MMSC to accept the Budget Preparations policy as updated. Link/Ouzounian All ayes. MMSC to update the Organizational Chart as submitted including removal of the (s) from several of the titles. Ouzounian/Link All ayes.</p>	<p style="text-align: center;">Policy updates for Budget Preparation and the Organizational Chart</p>

Discussion	Board Vacancy
MMSC Summers instructed to go out to bid for the annual audit. Ouzounian/Link All ayes.	Auditor RFP
Summers gave her report.	Strategic Plan and Managers Report
Summers gave her report.	Burial Count and Workload report for July
Summers instructed to continue including the Budget to Actual report quarterly and more often if needed and to add back in the report that includes the Prior Year on a Quarterly basis. MMSC to approve Financial Report as presented. Link/Ouzounian All ayes.	Financial Reports and Credit Card Statement
Philpot asked Summers to check the facia on the office, there appears to be some dry rot. David Francis from KDHD has been elected to the RDA oversight Board as the Special District Representative. Summers was instructed to place remodel of the office and signs in different languages on the next agenda.	Other Board Matters
There being no further business the meeting was adjourned at 11:05 am.	Adjournment
 8-29-2021 Geneva Philpot, Board Chair	 Cindy Summers, Dist. Manager