

VISALIA PUBLIC CEMETERY DISTRICT  
 BOARD OF TRUSTEES REGULAR MEETING  
 WEDNESDAY, OCTOBER 29, 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, Link and Johnson. Also present were District Manager Summers, Former Trustee Felts, Mural Artist Mikayla Gutierrez and Architect Walter Diesler.</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>MMSC To accept the minutes as submitted. Johnson/Link All ayes. Discussion – Johnson to write the letter to VPD Chief in support of The Hope Team.</p>	<p>Minutes from Regular Meeting on 8-25-21</p>
<p>NONE</p>	<p>Public Comment</p>
<p>To former Trustee Pat Felts</p>	<p>Plaque Presentation</p>
<p>MMSC for Mikala Gutierrez to move forward with her mural as presented when weather permits. Johnson/Ouzounian All ayes</p>	<p>Silent Hearts Mural Presentation</p>
<p>Rob Dennis, auditor with RT Accountancy met by phone. He gave the cemetery a clean opinion, there is a positive net position, and the fund balances showed a positive change. COVID effects added to the bottom line with a large increase in burials. The pension detail starts on page 24, it is a big liability but not manageable. The cemetery is in a good operating position. Progress is being made on the fund accounting and chart of accounts. Discussion regarding the pension, market performance. Per the auditor, no way to predict out over 1 year. Pepra will have a positive effect on expense. Contributions are out in future 2 to 3 years. Adjustments based on what happens now don't show up for 2 to 3 years. Page 18 shows a small percentage of an investment violation due to the district being aggressive in going up to the percentage limits allowed. MMSC to accept the audit as reported. Link/Ouzounian All ayes.</p>	<p>Annual Audit</p>
<p>Walter Diesler reported that per the City of Visalia we could use an inside door for the bathroom in the chapel, we would need a panic bar and a ramp on an exit door. To be ADA compliant would be about \$20,000. We might need a ramp and a door that opened to the outside. A building permit would be required. Walter stated that STEP 1 is for a plumber to scope to see if the restroom will even work. If so, at best a bathroom remodel would be about \$10,000. DM Summers needs to place a hold on her upgrade projects for the chapel until the restroom and ADA projects are decided upon and/or completed. MMSC for the Chapel and Office Remodel Committee to be Ouzounian and Link with Ouzounian as the lead. Johnson/Ouzounian All Ayes. Diesler showed drawings of the office with options for remodel. He requested that staff give some input on what they</p>	<p>Remodel of Cemetery Office</p>

Consent Item

would like to see done.  15 min. recess 11:05 to 11:20	
The rules for consent were discussed. MMSC To adopt a consent calendar with 3 reoccurring items; the minutes, the burial count/workload report and the Manager Report/Strategic Plan Update. When the chair meets with the manager regarding the agenda, other items may be added. Johnson/Ouzounian All Ayes.	Consent Calendar rules
Summers' report was in the packet. Others were submitted.	Attendee reports from CAPC
No one interested at this time.	CAPC Election
MMSC to update the burial policy as presented with a wording change in 11a. Link/Johnson All Ayes.	Burial Policy update
MMSC to rescind the vote to go to W2 reporting and to stay with 1099 reporting based on information from the CAPC meeting. Johnson/Link All Ayes.	Trustee Stipend Taxation
MMSC to approve the policy as presented. Johnson/Philpot All Ayes	Rules and Proper Conduct Policy
A new Board Member has been appointed, Rosalinda Alexander. Discussion regarding considering a night meeting once a year.	Board meeting times, days, and Board Vacancy
Discussion regarding responsibilities and expectations.	Separation of duties – District Manager and Board of Trustees
Summers gave her report.	Strategic Plan and Managers Report
Summers gave her report.	Burial Count and Workload report for July
MMSC to approve Financial Report as presented. Johnson/Link All ayes	Financial Reports and Credit Card Statement
DM Summers shared Thank you notes received.	Other Board Matters

There being no further business the meeting was adjourned at 12:54 pm.	Adjournment
12-1-2021 Geneva Philpot, Board Chair Cindy Summers, Dist. Manager <i>Geneva Philpot</i> 	