

**VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
WEDNESDAY, DECEMBER 1, 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 was called to order by Chair Philpot at 9 am. Trustees Philpot, Johnson, Ouzounian, Link and Alexander were present. District Manager Summers was also present.</p>	<p>CALL TO ORDER AND RECORD OF ATTENDANCE</p>
<p>Employees of the cemetery were present. No Public Comments made.</p>	<p>Public Comment</p>
<p>MMSC to accept the items on consent - Minutes from 10-27-2021, Burial Count and Workload Report, Manager Report/Strategic Plan Update. Johnson/Link All Ayes.</p>	<p>Consent Items</p>
<p>Trustee Chair Philpot introduced the new Trustee Rosalinda Alexander. DM Summers introduced the employees. The Trustees thanked the employees for what they do and for working hard through the difficulties of COVID. The Trustees introduced themselves.</p>	<p>Introduction of new Trustee and all staff</p>
<p>Trustee Ouzounian summarized the Case Study and Surprise Audit Report. There were some inaccuracies in the case study information; Ouzounian asked that the corrections needed be sent to him. The recommendations in the report will be placed on the next agenda for further discussion.</p>	<p>Financial Oversight Committee Report</p>
<p>Staff gave their input regarding changes needed/wanted. Requests included the need for safety and privacy for families and staff. A larger breakroom, multiple entry and exit points, a meeting room or conference area and a secluded area was also discussed. Walter Diesler (architect) advised the Board that there would not be a bathroom in the chapel, the scope showed that the sewer line was broken in many points and the camera could not penetrate far enough to see where the line led too. The costs could exceed \$100,000 so it is not cost effective. He showed the board his proposed plans for the office remodel. An alternate plan of utilizing the Pavilion area was also discussed. Walter submitted his estimate of costs (\$16,400) which includes a Building Department Permit Set. This cost estimate does not include any work for using the Pavilion areas since that was just discussed today. DM Summers was instructed to move forward with her project of updating the Chapel which includes paint, cushions and flooring. BREAK FROM 10:32 TO 10:41 After discussion the Board instructed DM Summers to use sample #2 Red/Purple for the pew cushions, turn the pews to face the East and move two pews to the back to give more room up front. Use laminate flooring in the front rectangle and use industrial type neutral colored carpet on the rest of the floor. Paint the inside and outside of the chapel and fix the stucco outside. MMSC for Link to contact the Nash family to see if they wanted the broken organ in the chapel and, if they didn't want it, the organ should be thrown away. All ayes. Tom Johnson left the meeting at 10:50am. (The 3 audit proposals were given to him to review before the next meeting)</p>	<p>Remodel of Office and Chapel</p>

Consent Item

<p>All Board members were given the 3 proposals to review and this item will be placed on the next agenda.</p>	<p>RFP for Annual Audit</p>
<p>MMSC to use proof #4 after the green line at the bottom is changed to a thin line. Link/Ouzounian All ayes</p>	<p>New letterhead and envelopes with the new logo</p>
<p>MMSC to approve the Financial Report as presented. Link/Ouzounian All ayes</p>	<p>Financial Reports and Credit Card Statement</p>
<p>Carol from CAPC contacted DM Summers about writing an article on ossuaries. DM Summers advised Chair Philpot that evaluations of staff were being done should the Personnel Committee wish to review them. Chair Philpot appointed Alexander to the Public Relations Committee (Link is already on the committee) DM Summers reminded the Board that the GSRMA Board opening deadline is at the end of December.</p>	<p>Other Board Matters</p>
<p>There being no further business the meeting was adjourned at 11:31 am.</p>	<p>Adjournment</p>
<p>1-26-2022 Geneva Philpot, Board Chair Cindy Summers, Dist. Manager</p>	<p><i>Geneva Philpot 2/16/22</i> <i>Cindy Summers 2-7-2022 ← attended by phone</i></p>