

VISALIA PUBLIC CEMETERY DISTRICT
1300 W. GOSHEN AVE, VISALIA, CA 93291 (559) 734-6181
REGULAR BOARD OF TRUSTEES' MEETING
Wednesday, November 29, 2023 – 9:00 A.M.
Cemetery Office Board Room

AGENDA

CALL TO ORDER, ROLL CALL, INVOCATION & FLAG SALUTE (Tom J.)

PUBLIC COMMENT (LIMITED TO 5 MINUTES PER SPEAKER) See notices to the public in the boxes below

1. MEMBERS OF THE PUBLIC MAY COMMENT ON ANY ITEM NOT ON THE AGENDA THAT IS WITHIN THE JURISDICTION OF THE BOARD. Under State law, matters presented during public comment cannot be discussed or acted upon by the board in this meeting.
2. For items on the agenda, the public is invited to make comments during the public comment period.
3. Any person addressing the board will be limited to a maximum of five (5) minutes. Public comments will be limited to a total of 15 minutes during the public comment period.
4. If there are more than 3 persons wishing to comment then time will be divided equally between all persons wishing to speak, so that everyone has an opportunity to address the Board.

ACTION ITEMS: OPEN SESSION AGENDA ITEMS

1. Consent calendar – Meeting minutes, Regular 10/25/23, Burial count, workload report, monthly OT, and Manager report/Strategic plan update. Pg. 1-9
2. Approve annual wage scale increase, job descriptions and staff update. DM Lopez Pg. 10-22
3. Annual review of Visalia Public Cemetery District Bylaws. DM Lopez Pg. 23-34
4. City of Visalia Council Meeting update from 11/20/23. DM Lopez
5. Enterprise audit update and discussion of suggestions. DM Lopez
6. Attendees for the CAPC 66th Annual Conference 2024 on March 14 – 16. Chair Philpot
7. Financial and credit card statement review for October 2023. Pg. 35-49
8. Other Board Matters and Adjournment.

ALL WRITINGS, MATERIALS AND INFORMATION PROVIDED TO THE BOARD FOR THEIR CONSIDERATION RELATING TO ANY OPEN SESSION AGENDA ITEMS OF THE MEETING ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS AT THE ADMINISTRATION OFFICE OF THE DISTRICT LOCATED AT 1300 W. GOSHEN AVE, VISALIA CA. 93291

CLOSED SESSION

AS PROVIDED IN THE RALPH M. BROWN ACT, GOVERNMENT CODE 54950 ET SEQ. THE BOARD MAY MEET IN CLOSED SESSION WITH MEMBERS OF ITS STAFF, EMPLOYEES, AND ITS ATTORNEYS. THESE SESSIONS ARE NOT OPEN TO THE PUBLIC AND MAY NOT BE ATTENDED BY MEMBERS OF OTHER PUBLIC. THE MATTERS THE BOARD WILL MEET ON IN CLOSED SESSION AS REQUIREING IMMEDIATE ATTENTION AND ARISING AFTER THE POSTING OF THE AGENDAS. ANY PUBLIC REPORTS OF ACTION TAKEN IN THE CLOSED SESSION WILL BE MADE IN ACCORDANCE WITH GOVERNMENT CODE 54957.1

IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 734-6181