

Tulare Public Cemetery District

This is an Endowment Care Interment

REGULAR BOARD MEETING AGENDA



Chairman- Stephen Presant (Steve)

Vice Chairman- Xavier Avila

Secretary- Patricia Hitlin (Trish)

Trustees- Carlos Ramos (Charlie) & Michele Lima

Tulare Public Cemetery – Conference Room

900 E. Kern Avenue – Tulare, CA

Thursday, August 22, 2024

1:30 p.m. – Regular Board Meeting

Public Information about Meetings:

Attend meetings in person or access the meeting live via Facebook <https://www.facebook.com/profile.php?id=100076699464485>

Documents related to items on the agenda are accessible on District's website at www.tularecemetery.net and available for viewing in a single binder at the entrance of the conference room.

Public Comments – Any member of the public wishing to address the Board shall first identify himself or herself and shall be limited to three(3) minutes (six (6) minutes if a language interpreter is used) unless extended by the chairperson. It is the Board's intent to accommodate all persons who wish to attend open public meetings.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. MOMENT OF SILENCE IN MEMORY OF THOSE WHO HAVE PASSED**
- 5. RECOGNITION OF VISITORS**
- 6. PUBLIC COMMENTS (three (3) minutes per person)**
- 7. TRUSTEE COMMENTS (three (3) minutes per person)**
- 8. OPEN SESSION - AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS:**
(All items are subject to discussion and possible action by the Board Members.)
 - 8.1-** Action on removal of Chairman
 - 8.2-** Election of Officers
 - 8.3-** Ratification of modified pay schedule and District Manager's actions to pay employee(s) according to modified pay schedule
 - 8.4-** Approve minutes for Regular Board Meeting July 23, 2024
 - 8.5-** Approve minutes for Special Board Meeting August 13, 2024
 - 8.6-** Approval of June 2024 Financials
 - 8.7-** Approval of 2024-2025 Annual Budget
- 9. DISTRICT MANAGER'S REPORT:**
- 10. FUTURE AGENDA ITEMS REQUEST:**
 - 10.1-** Future Meetings
- 11. CLOSED SESSION:**
 - 11.1-** **PURSUANT TO GOVERNMENT CODE 54957(B)** "...to consider the appointment, employment, evaluation of performance. Discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session."9.2 Section 54956.9(d)(2). Significant exposure to litigation. (One Potential Case)

- 11.2- **CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957(B)** "...to consider the appointment, employment, evaluation of performance. Discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session."9.2 Section 54956.9(d)(2). Significant exposure to litigation. (One Potential Case)

12. OPEN SESSION FROM CLOSED SESSION:

- 12.1- Announcement Out (if Any)

13. ADJOURNMENT

OPEN SESSION AGENDA ITEMS NOTICE TO THE PUBLIC

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 MONDAY - FRIDAY 8:00 AM – 4:00 PM AT THE CEMETERY DISTRICT OFFICE LOCATED AT 900 E. KERN AVE. - TULARE, CA 93274

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 686-5544 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.

RULES OF DECORUM

- Meetings of the Tulare Cemetery District shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Trustees is retained at all times.
- No person in the audience at a District meeting shall engage in disorderly, boisterous conduct or other acts which disturb, disrupt or otherwise impede the orderly conduct of any District meeting.
- The Chair shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the Chair, a person persists in disturbing the meeting, the Chair shall order him or her, to leave the District meeting.
- If such person does not remove himself or herself, the Penal Code provides that every person who, without authority of law, willfully disturbs or breaks up any meeting, not unlawful in its character, is guilty of a misdemeanor.

ADDRESSING THE CEMETERY BOARD

- No person shall address the Trustees without first being recognized by the Chair.
- Each person shall confine his or her remarks to the agenda item.
- Each person shall limit his or her remarks for business items or oral communications to three minutes, with a total of 15 minutes allotted for the Public Comment Period unless further time is granted by the Chair.
- All remarks shall be addressed to the Trustees as a whole and not to any single member thereof, unless in response to a question from such member.
- No question may be asked of the Trustees without permission of the Chair.

TRUSTEE CONDUCT

- The Tulare Public Cemetery Trustees agree to disagree.
- The Tulare Public Cemetery Trustees when desiring to speak shall address the Chair and confine their remarks to the questions under debate.
- The Tulare Public Cemetery Trustees will use respectful language, will not shout nor use aggressive behavior when communicating ideas, beliefs or comments.
- The Tulare Public Cemetery Trustees will not allow personal attacks on staff, each other, or the public.
- The Tulare Public Cemetery Trustees will not condone issues brought before the board that warrant public review without allowing the staff to review the situation and/or permission to add to the board agenda. Issues that warrant review, discussion and/or consideration of the legislative body shall be presented at an open and public meeting in a courteous and professional manner.
- The Tulare Public Cemetery Trustees will not condone grandstanding.
- The Tulare Public Cemetery Trustees will not belabor issues that have either been resolved or tabled to ensure continued productive discussions and decisions.
- The Tulare Public Cemetery Trustees will be proactive in addressing disagreements with fellow members or staff by directly addressing concerns with that member through meaningful and respectful dialogue.

**Tulare Public Cemetery District
SALARY SCHEDULE -
Effective**

Scheduled Increase	START	3 Month	After 1 Year	After 2 Year	After 3 Year	After 4 Year	After 5 Year	After 6 Year	After 7 Year	After 8 Year	After 9 Year	After 10 Year	After 15 Year Max
GROUNDSKEEPER I - Small Equipment, Maintenance Grounds, Burial assist	\$ 17.00	\$ 17.17	\$ 17.51	\$ 17.86	\$ 18.31	\$ 18.77	\$ 19.24	\$ 19.72	\$ 20.21	\$ 20.72	\$ 21.23	\$ 21.77	\$ 22.74
GROUNDSKEEPER II - Big Equipment Mowers & Tractors	\$18.25	\$ 18.43	\$ 18.80	\$ 19.18	\$ 19.66	\$ 20.15	\$ 20.65	\$ 21.17	\$ 21.70	\$ 22.24	\$ 22.80	\$ 23.37	\$ 24.42
GROUNDSKEEPER III - Burials & or Mechanical or Experienced Skill (Irrigation, concrete etc.)	\$ 19.50	\$ 19.70	\$ 20.09	\$ 20.49	\$ 21.00	\$ 21.53	\$ 22.07	\$ 22.62	\$ 23.18	\$ 23.76	\$ 24.36	\$ 24.97	\$ 26.09
ASSIST. GROUNDS SUPERVISOR	\$ 22.25	\$ 22.47	\$ 22.92	\$ 23.38	\$ 23.96	\$ 24.56	\$ 25.18	\$ 25.81	\$ 26.45	\$ 27.11	\$ 27.79	\$ 28.49	\$ 29.77
GROUNDS SUPERVISOR	\$ 23.75	\$ 23.99	\$ 24.47	\$ 24.96	\$ 25.58	\$ 26.22	\$ 26.88	\$ 27.55	\$ 28.24	\$ 28.94	\$ 29.67	\$ 30.41	\$ 31.78
OFFICE ASSISTANT - New Position/ Bi-Lingual	\$ 17.00	\$ 17.17	\$ 17.51	\$ 17.86	\$ 18.31	\$ 18.77	\$ 19.24	\$ 19.72	\$ 20.21	\$ 20.72	\$ 21.23	\$ 21.77	\$ 22.74
ADMINISTRATIVE ASSISTANT/ Bi-Lingual	\$ 20.25	\$ 20.45	\$ 20.86	\$ 21.28	\$ 21.81	\$ 22.36	\$ 22.91	\$ 23.49	\$ 24.07	\$ 24.68	\$ 25.29	\$ 25.93	\$ 27.09
OFFICE ADMINISTRATOR/Bi-Lingual	\$ 22.50	\$ 22.73	\$ 23.18	\$ 23.64	\$ 24.23	\$ 24.84	\$ 25.46	\$ 26.10	\$ 26.75	\$ 27.42	\$ 28.10	\$ 28.81	\$ 30.10
DISTRICT MANAGER	\$65,000 - \$90,0000												

NOTES: MIN. WAGE JAN. 1, 2024 - \$16

Benefits- Health, Dental & Vision
Retirement - CalPers
Boot Allowance \$150 per year- Groundskeepers
PTO Accrual- Sick Time - Bereavement Time

Current Salary Schedule but adding 15 year cap.

**Tulare Public Cemetery District
SALARY SCHEDULE -
Effective**

Scheduled Increase	START	3 Month	After 1 Year	After 2 Year	After 3 Year	After 4 Year	After 5 Year	After 6 Year	After 7 Year	After 8 Year	After 9 Year	After 10 Year	After 15 Year Max
GROUNDSKEEPER I - Small Equipment, Maintenance Grounds, Burial assist	\$ 17.34	\$ 17.51	\$ 17.86	\$ 18.22	\$ 18.68	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.62	\$ 21.13	\$ 21.66	\$ 22.20	\$ 23.20
GROUNDSKEEPER II - Big Equipment Mowers & Tractors	\$18.62	\$ 18.81	\$ 19.18	\$ 19.57	\$ 20.06	\$ 20.56	\$ 21.07	\$ 21.60	\$ 22.14	\$ 22.69	\$ 23.26	\$ 23.84	\$ 24.91
GROUNDSKEEPER III - Burials & or Mechanical or Experienced Skill (Irrigation, concrete etc.)	\$ 19.89	\$ 20.09	\$ 20.49	\$ 20.90	\$ 21.42	\$ 21.96	\$ 22.51	\$ 23.07	\$ 23.65	\$ 24.24	\$ 24.84	\$ 25.47	\$ 26.61
ASSIST. GROUNDS SUPERVISOR	\$ 22.70	\$ 22.93	\$ 23.39	\$ 23.85	\$ 24.45	\$ 25.06	\$ 25.69	\$ 26.33	\$ 26.99	\$ 27.66	\$ 28.35	\$ 29.06	\$ 30.37
GROUNDS SUPERVISOR	\$ 24.23	\$ 24.47	\$ 24.96	\$ 25.46	\$ 26.10	\$ 26.75	\$ 27.42	\$ 28.10	\$ 28.81	\$ 29.53	\$ 30.27	\$ 31.02	\$ 32.42
OFFICE ASSISTANT - New Position/ Bi-Lingual	\$ 17.34	\$ 17.51	\$ 17.86	\$ 18.22	\$ 18.68	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.62	\$ 21.13	\$ 21.66	\$ 22.20	\$ 23.20
ADMINISTRATIVE ASSISTANT/ Bi-Lingual	\$ 20.66	\$ 20.87	\$ 21.28	\$ 21.71	\$ 22.25	\$ 22.81	\$ 23.38	\$ 23.96	\$ 24.56	\$ 25.18	\$ 25.81	\$ 26.45	\$ 27.64
OFFICE ADMINISTRATOR/ Bi-Lingual	\$ 22.95	\$ 23.18	\$ 23.64	\$ 24.12	\$ 24.72	\$ 25.34	\$ 25.97	\$ 26.62	\$ 27.28	\$ 27.97	\$ 28.67	\$ 29.38	\$ 30.71
DISTRICT MANAGER													
	\$65,00 - \$90,0000												

NOTES MIN. WAGE JAN. 1, 2024 - \$16

Benefits- Health, Dental & Vision
Retirement - CalPERS
Boot Allowance \$150 per year- Groundskeepers
PTO Accrual- Sick Time - Bereavement Time

2% cost of living increase along w/ 15 year cap.

PAYROLL EXPENSE for Fiscal Year 2024-2025 - Fiscal Year has 260 Days (2080 hrs)

Wage Increase

Employee	Date of Hire	Length of Employment	Position	Wages	REGULAR HOURS 2800-2800- SICK 184 HOURS	HOLIDAY HOURS 12 DAYS/96 HOURS	SICK HOURS 5 DAYS/48 HOURS	TOTAL for REGULAR/HOLIDAY/SICK	Overtime Wages	OVERTIME HOURS	Overtime Total \$	TOTAL	TOTAL TO Calculate for Soc Sec & Medicare Health Insurance	Social Security 6.2%	Medicare 1.45%	Fed Unemployment 0.6% x \$7000 per employee	State Unemployment 3.8% x \$7000 per employee per year	CA LTT Emp Train tax 1% \$200 per employee	Calpers Propa 7.68%	Calpers Classic 17.05%	TOTAL PAID PER EMPLOYEE before HEALTH Insurance	Health Insurance	Health Insurance Paid by Employee	TOTAL EMPLOYER PAID HEALTH	TOTAL PAID PER EMPLOYEE	PTO RATE	PTO HOURS Accrued this payroll	PTO EARNED ON REGULAR HOURS WORKED	
1 CHRIS HARRISON	5/26/2020	4 Yrs 2 mths	Grounds Supervisor	\$ 26.88	1944	96	40	\$ 55,910.40	\$ 40.32	52	\$ 2,096.64	\$ 58,007.04	\$ 58,007.04	\$ 3,596.44	\$ 841.10	\$ 42.00	\$ 266.00	\$ 7.00	\$ 4,293.92	xxxx	\$ 67,053.50	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 76,432.94	0.0686	133,9584	3,984.67	
2 BOBBY JONES	7/2/2007	17 Yrs 1 mths	Groundskeeper III	\$ 24.97	1944	96	40	\$ 51,937.60	\$ 37.46	52	\$ 1,947.66	\$ 53,885.26	\$ 53,357.86	\$ 3,308.19	\$ 773.69	\$ 42.00	\$ 266.00	\$ 7.00	xxxx	\$ 8,844.97	\$ 67,127.11	\$ 12,262.68	\$ 527.40	\$ 11,735.28	\$ 78,862.39	0.105	204.12	\$ 5,096.88	
3 LUPE LOPEZ	3/8/2024	0 Yrs 5 mths	Assistant Grounds Supervisor /Bilingual	\$ 23.96	1944	96	40	\$ 49,836.80	\$ 35.94	52	\$ 1,868.88	\$ 51,705.68	\$ 51,705.68	\$ 3,205.75	\$ 749.73	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,827.47	xxxx	\$ 59,803.63	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 69,183.07	0.0565	109,836	2,631.67	
4 JAMES CORRAL	9/3/2021	2 Yrs 11 mths	Assistant Grounds Supervisor	\$ 23.96	1944	96	40	\$ 49,836.80	\$ 35.94	52	\$ 1,868.88	\$ 51,705.68	\$ 51,705.68	\$ 3,205.75	\$ 749.73	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,827.47	xxxx	\$ 59,803.63	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 69,183.07	0.0565	109,836	2,631.67	
5 JARON PINNENTEL	6/2/2023	1 Yrs 2 mths	Groundskeeper III	\$ 20.49	1944	96	40	\$ 42,619.20	\$ 30.74	52	\$ 1,598.22	\$ 44,217.42	\$ 44,217.42	\$ 2,741.48	\$ 641.15	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,273.15	xxxx	\$ 51,188.21	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 60,567.65	0.0565	109,836	2,550.54	
6 EDY TORREZ	3/12/2024	0 Yrs 5 mths	Groundskeeper II	\$ 18.80	1944	96	40	\$ 39,104.00	\$ 28.20	52	\$ 1,466.40	\$ 40,570.40	\$ 40,570.40	\$ 2,515.36	\$ 588.27	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,003.19	xxxx	\$ 46,992.22	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 56,371.66	0.0565	109,836	2,064.92	
7 MATT	7/22/2024	0 Yrs 0 mths	Groundskeeper I	\$ 18.80	1944	96	40	\$ 39,104.00	\$ 28.20	52	\$ 1,466.40	\$ 40,570.40	\$ 40,570.40	\$ 2,515.36	\$ 588.27	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,003.19	xxxx	\$ 46,992.22	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 56,371.66	0.0565	109,836	2,064.92	
8 NEW HIRE	8/1/2024	0 Yrs 0 mths	Groundskeeper I	\$ 18.80	1944	96	40	\$ 39,104.00	\$ 28.20	52	\$ 1,466.40	\$ 40,570.40	\$ 40,570.40	\$ 2,515.36	\$ 588.27	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,003.19	xxxx	\$ 46,992.22	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 56,371.66	0.0565	109,836	2,064.92	
9 CLARA BERNARDO	6/16/2021	3 Yrs 2 mths	District Manager/Bilingual	\$ 43.27	1944	96	40	\$ 90,000.00	\$ -	0	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 5,580.00	\$ 1,305.00	\$ 42.00	\$ 266.00	\$ 7.00	\$ 6,912.00	xxxx	\$ 104,112.00	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 113,491.44	0.0565	109,836	4,252.60	
10 LYDIA CERVAANTES	1/11/2021	3 Yrs 7 mths	Admin. Assistant/Bilingual	\$ 22.36	1944	96	40	\$ 46,508.80	\$ 33.54	52	\$ 1,744.08	\$ 48,252.88	\$ 48,252.88	\$ 2,991.68	\$ 699.67	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,571.88	xxxx	\$ 55,831.10	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 65,210.54	0.0565	109,836	2,455.93	
11 PHYLIS SCHNEIDER	1/31/2020	4 Yrs 6 mths	Office Administrator/Bilingual	\$ 25.46	1944	96	40	\$ 52,956.80	\$ 38.19	52	\$ 1,985.88	\$ 54,942.68	\$ 54,942.68	\$ 3,406.45	\$ 796.67	\$ 42.00	\$ 266.00	\$ 7.00	\$ 4,067.08	xxxx	\$ 63,527.88	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 72,907.32	0.0686	133,9584	3,395.30	
					21864	1056	440	\$ 556,928.40		520	\$ 17,509.44	\$ 574,427.84	\$ 573,900.44	\$ 35,581.83	\$ 8,321.56	\$ 462.00	\$ 2,926.00	\$ 77.00	\$ 32,776.15	\$ 8,844.97	\$ 669,423.72	\$ 96,677.64	\$ 527.40	\$ 96,677.64	\$ 765,573.96		1,349,52	\$ 38,994.02	
								\$ 54,000.00		0	\$ -	\$ 54,000.00	\$ 54,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	xxxx	\$ 54,000.00	\$ -	\$ -	\$ 54,000.00				
12 Temp Help				\$ 27.00	2000	0	0	\$ 54,000.00		0	\$ -	\$ 54,000.00	\$ 54,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	xxxx	\$ 54,000.00	\$ -	\$ -	\$ 54,000.00					
13 Directors Fees				\$ 100.00	12			\$ 1,200.00			\$ 120.00	\$ 1,320.00	\$ 1,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	xxxx	\$ 1,320.00	\$ -	\$ -	\$ 1,320.00					
								\$ 54,000.00			\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	xxxx	\$ 54,000.00	\$ -	\$ -	\$ 54,000.00				
								\$ 1,200.00			\$ 120.00	\$ 1,320.00	\$ 1,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	xxxx	\$ 1,320.00	\$ -	\$ -	\$ 1,320.00				

Current up to next year wages

Total for Directors Fees	Total before Wage Increase	Wage Increase 2024-2025	TOTAL
\$ 1,200.00	\$ 826,323.96	\$ 39,459.00	\$ 865,782.96

Total LTT w/PTO accrual	26 Bi-Weekly	12 Monthly
\$ 882,279.97	\$ 33,935.85	\$ 73,523.33

1/3 of PTO for calculation of wage for budget
\$ 16,497.01

PAYROLL EXPENSE for Fiscal Year 2024-2025 - Fiscal Year has 260 Days (2080 hrs)

Wage Increase

Employee	Date of Hire	Length of Employment	Position	Wages	REGULAR HOURS - 2080 HOURS	HOLIDAY HOURS 12 DAYS @ 8 HRS	SICK HOURS 5 REG/3 UNREG	TOTAL hr	OverTime Wages	OverTime Hours	OverTime Total \$	TOTAL	TOTAL TO Calculate for Soc. Sec. & Medicare HEALTH CARE	Social Security 6.2%	Medicare 1.45%	Fed Unemployment 0.5% x \$7000 per employee	State Unemployment 3.8% x \$7000 per employee	CATT Emp Train Tax 15% \$500 per emp/yr	Calpers Regpa 7.68%	Calpers Classic 17.05%	TOTAL PAID PER EMPLOYEE before HEALTH Insurance	Health Insurance	Health Insurance Paid by Employee	TOTAL EMPLOYER PAID HEALTH	TOTAL PAID PER EMPLOYEE	PTO RATE	PTO HOUR Accrued hr/ payroll	PTO EARNED ON REGULAR HOURS WORKED	
1 CHRIS HARRISON	5/26/2020	4 Yrs 2 mths	Ground Supervisor	\$ 27.42	1944	96	40	\$ 57,033.60	\$ 41.13	52	\$ 2,138.76	\$ 59,172.36	\$ 59,172.36	\$ 3,668.69	\$ 858.00	\$ 42.00	\$ 266.00	\$ 7.00	\$ 4,380.18	xxxx	\$ 9,425.90	\$ 68,594.23	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 77,733.67	0.0686	133,358.4	3,655.69
2 BOBBY JONES	7/2/2007	17 Yrs 1 mth	Groundkeeper III	\$ 26.61	1944	96	40	\$ 55,348.80	\$ 39.92	52	\$ 2,075.58	\$ 57,424.38	\$ 56,896.98	\$ 3,527.61	\$ 825.01	\$ 42.00	\$ 266.00	\$ 7.00	xxxx	\$ 9,425.90	\$ 71,517.90	\$ 12,262.68	\$ 927.40	\$ 9,379.44	\$ 83,253.18	0.105	204.12	\$ 5,431.63	
3 LUPE LOPEZ	3/8/2024	0 Yrs 5 mths	Assistant Ground Supervisor	\$ 24.45	1944	96	40	\$ 50,856.00	\$ 36.68	52	\$ 1,907.10	\$ 52,763.10	\$ 52,763.10	\$ 3,271.31	\$ 765.06	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,905.74	xxxx	\$ 9,425.90	\$ 61,020.22	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 70,399.66	0.0565	109,836	2,685.49
4 JAMES CORRAL	9/3/2021	2 Yrs 11 mths	Assistant Ground Supervisor	\$ 24.45	1944	96	40	\$ 50,856.00	\$ 36.68	52	\$ 1,907.10	\$ 52,763.10	\$ 52,763.10	\$ 3,271.31	\$ 765.06	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,905.74	xxxx	\$ 9,425.90	\$ 61,020.22	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 70,399.66	0.0565	109,836	2,685.49
5 JASON PINNENTEL	6/2/2023	1 Yrs 2 mths	Groundkeeper III	\$ 20.90	1944	96	40	\$ 43,472.00	\$ 31.35	52	\$ 1,630.20	\$ 45,102.20	\$ 45,102.20	\$ 2,796.34	\$ 633.98	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,338.65	xxxx	\$ 9,425.90	\$ 52,206.17	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 61,585.61	0.0565	109,836	2,295.57
6 EDDY TORREZ	3/12/2024	0 Yrs 5 mths	Groundkeeper II	\$ 19.18	1944	96	40	\$ 39,894.40	\$ 28.77	52	\$ 1,496.04	\$ 41,390.44	\$ 41,390.44	\$ 2,566.21	\$ 600.16	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,063.89	xxxx	\$ 9,425.90	\$ 47,935.70	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 57,315.14	0.0565	109,836	2,106.65
7 MATT	7/22/2024	0 Yrs 0 mths	Groundkeeper I	\$ 19.18	1944	96	40	\$ 39,894.40	\$ 28.77	52	\$ 1,496.04	\$ 41,390.44	\$ 41,390.44	\$ 2,566.21	\$ 600.16	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,063.89	xxxx	\$ 9,425.90	\$ 47,935.70	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 57,315.14	0.0565	109,836	2,106.65
8 NEW HIRE	8/1/2024	0 Yrs 0 mths	Groundkeeper I	\$ 19.18	1944	96	40	\$ 39,894.40	\$ 28.77	52	\$ 1,496.04	\$ 41,390.44	\$ 41,390.44	\$ 2,566.21	\$ 600.16	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,063.89	xxxx	\$ 9,425.90	\$ 47,935.70	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 57,315.14	0.0565	109,836	2,106.65
9 CLARA BERNARDO	6/16/2021	3 Yrs 2 mths	District Manager/Reg/Qual	\$ 43.27	1944	96	40	\$ 90,000.00	\$ -	0	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 5,560.00	\$ 1,305.00	\$ 42.00	\$ 266.00	\$ 7.00	\$ 6,912.00	xxxx	\$ 9,425.90	\$ 104,112.00	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 113,491.44	0.0565	109,836	4,752.60
10 LYDIA CERVAANTES	1/11/2021	3 Yrs 7 mths	Admin. Assistant/Reg/Qual	\$ 22.81	1944	96	40	\$ 47,444.80	\$ 34.22	52	\$ 1,779.18	\$ 49,223.98	\$ 49,223.98	\$ 3,051.89	\$ 713.75	\$ 42.00	\$ 266.00	\$ 7.00	\$ 3,643.76	xxxx	\$ 9,425.90	\$ 56,948.38	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 66,327.82	0.0565	109,836	2,505.36
11 PHYLLIS SCHNEIDER	1/31/2020	4 Yrs 6 mths	Office Administrator/Reg/Qual	\$ 25.97	1944	96	40	\$ 54,017.60	\$ 38.96	52	\$ 2,025.66	\$ 56,043.26	\$ 56,043.26	\$ 3,474.68	\$ 812.63	\$ 42.00	\$ 266.00	\$ 7.00	\$ 4,148.55	xxxx	\$ 9,425.90	\$ 64,794.12	\$ 9,379.44	\$ -	\$ 9,379.44	\$ 74,173.56	0.0686	133,358.4	3,463.32
					21384	1056	440	\$ 568,712.00		520	\$ 17,951.70	\$ 586,663.70	\$ 586,136.30	\$ 36,340.45	\$ 8,498.98	\$ 462.00	\$ 2,926.00	\$ 77.00	\$ 33,298.51	\$ 9,425.90	\$ 683,820.32	\$ 96,677.64	\$ 527.40	\$ 96,150.24	\$ 779,970.56		1349.52	\$ 33,796.12	

Showing 2% cost living increase

Total for Director Fee & Temp Help	\$ 60,750.00
Total before Workers Comp	\$ 840,720.56
Workers Comp Year 2024-2025	\$ 39,459.00
TOTAL	\$ 880,179.56

Total 1/2 of PTO earned	\$ 897,077.62
26 Bi-Weekly	\$ 34,502.99
12 Monthly	\$ 74,756.47

1/2 of PTO for calculation of wages for Temp Help & Workers Comp

\$ 16,898.06



Tulare Public Cemetery District Regular Board Meeting Minutes Tuesday, July 23, 2024



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON TUESDAY, JULY 23, 2024, AT 1:00 PM AT EVOLUTIONS PLAZA'S CONFERENCE ROOM, LOCATED AT 1425 E. PROSPERITY AVENUE, TULARE, CA.

BOARD MEMBERS PRESENT:

Chairman Xavier Avila, Vice Chairman Stephen Presant, Secretary Patricia Hitlin and Trustees Carlos Ramos and Michele Lima

BOARD MEMBERS ABSENT:

None

STAFF PRESENT:

Legal Counsel Thomas Degn

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:00 pm by Chairman Xavier Avila

2. ROLL CALL:

Xavier Avila, Stephen Presant, Patricia Hitlin, Carlos Ramos and Michele Lima

3. PLEDGE OF ALLEGIANCE:

Trustee Carlos Ramos led the Pledge of Allegiance

4. MOMENT OF SILENCE IN MEMORY OF THOSE WHO HAVE PASSED

5. RECONGNITION OF VISITORS:

There were 15 visitors

6. PUBLIC COMMENTS:

Nine public comments

7. TRUSTEE COMMENTS:

Three trustee comments

Ramos motions Presant seconds to suspend the rules and go into close session. Vote 4/0 Avila Abstain motion passes

Chairman adjourned to close session at 1:28 pm

Returned from close session at 1:50 pm with nothing to report

8. OPEN SESSION- AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS

(All items are subject for discussion and possible action by the Board.)

8.1- Approve minutes for Regular Board Meeting June 27, 2024:

Presant motions, Ramos seconds to approve the Regular Board Meeting on June 27, 2024. Vote 5/0 motion passes

8.2- Approve minutes for Special Board Meeting June 27, 2024:

Presant motions, Ramos seconds to approve the Special Board Meeting on June 27, 2024. Vote 5/0 motion passes

8.3- Approve minutes for Special Board Meeting July 8, 2024:

Presant motions, Ramos seconds to approve Special Board Meeting on July 8, 2024. Vote 5/0 motion passes

8.10- Office business Policy:

Avila motion to keep the office doors unlocked during business hours. Motion fails due to lack of a second



**Tulare Public Cemetery District
Regular Board Meeting Minutes
Tuesday, July 23, 2024**



8.9- Hiring of a qualified foreman:

Avila motions Present seconds to instruct the District Manager to advertised and publicize the new position of a Foreman

Chairman adjourned to close session at 1:28 pm
Returned from close session at 1:50 pm with nothing to report
Vote 3/2 Lima and Ramos nay, motion passes

8.6- Approval of TPCD Bylaws changes under D. 1(b) Chairperson page 7

Present motions, Hitlin seconds to approve Bylaw changes under section D. 1(b) Chairperson Vote 3/2 Lima and Ramos nay motion passes

8.7- Approval of May 2024 Financials:

Ramos motion, Present seconds to approve May 2024 financials. Vote 5/0 motion passes

8.4- Review of State of California Internal Control Deadlines:

Present gave discussion on State of California Internal Control. Avila suggested the Board read and review.

8.12- Bank of the Sierra Account:

Avila announced he went into the Bank to sign a form to increase the insured amount.

8.5- Approval of 2022-2023 Audit Recommendation:

Ramos motion, Present seconds to approve the audit recommendation and to have Andy Hinojosa CPA create it. Vote 5/0 motion passes

8.8- Approval of proposed 2024-2025 Annual Budget:

Tabled

8.11- Discussion of cemetery grounds condition:

Board discussed, no action taken

9.- DISTRICT MANGER'S REPORT:

No action taken

10- FUTURE AGENDA ITEMS REQUEST:

10.a- Future Meetings

- 10.1- Special board meeting regarding Annual Budget and close session
- 10.2- 5 Year planning
- 10.3- Removal of the Chair
- 10.4- Qualifying Foreman, job description and salary range

13- ADJOURNMENT:

Chairman Avila adjourned the meeting at 3:53 pm

Respectfully Submitted,

Board Secretary



**Tulare Public Cemetery District
Special Board Meeting Minutes
Tuesday, August 13, 2024**



A SPECIAL BOARD MEETING WAS HELD ON TUESDAY, AUGUST 13, 2024 AT 1:00 PM, IN THE CONFERENCE ROOM LOCATED AT 900 E. KERN AVENUE, TULARE, CA.

BOARD MEMBERS PRESENT: Chairman Xavier Avila, Vice Chairman Stephen Present, Secretary Patricia Hitlin and Trustees Carlos Ramos and Michele Lima

BOARD MEMBERS ABSENT: none

STAFF PRESENT: District Manager Clara Bernardo and Legal Counsel Thomas Degr

1. CALL TO ORDER:

The Special Board Meeting was called to order at 1:00 pm by Chairman Xavier Avila

2. ROLL CALL:

Xavier Avila, Stephen Present, Patricia Hitlin, Carlos Ramos and Michele Lima

3. PUBLIC COMMENTS (three (3) minutes per person

Six public comments

4. TRUSTEE COMMENTS (three (3) minutes per person

Two Trustee comments

5. OPEN SESSION- AUDIT REPORTS, ITEMS OF INTEREST & GENERAL BUSINESS:

(All items are subject to discussion and possible action by the Board Members.)

5.1- Approval of Proposed 2024-2025 Annual Budget

Board reviewed and has recommended changes to the District Manager to bring back to the board for approval

5.2- Approval of Board Members on the Certificate of Deposit forms for Fund 886

Present motions Ramos seconds to add Stephen Present, Xavier Avila and Patricia Hitlin on the Certificate of Deposit forms. Vote 5/0 motion passes

5.3- Action on removal of Chairman

Ramos motions Lima seconds to remove Avila as Chairman and place Present in his place as Chairman Roll Call Ramos ay, Lima ay, Hitlin abstain, Present ay Avila nay Vote 3/1/1 motion passed

5.4- Brown Act Violations

Board will have close session training on the next board meeting
Avila wants to add removal of chair on the next agenda meeting

5.5- Hiring a qualified foreman

Hitlin motions Lima seconds to meet in close session for interviews and advise District Manager to hire a qualified foreman Vote 5/0 motion passes

Chair adjourned to close session at 3:25 pm with nothing to report out.



**Tulare Public Cemetery District
Special Board Meeting Minutes
Tuesday, August 13, 2024**



6. CLOSED SESSION:

6.1- REAL PROPERTY NEGOTIATIONS – GOV'T. § 54956.8

Property: Near North J Cemetery, APN 149-090-010-000

Agency Negotiator: Dakin Spain

Negotiating Party: Renewable Properties

Under Negotiation: Price and terms of payment

6.2- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Closed session pursuant to Government Code § 54956.9(d)(2)

Significant Exposure to Litigation

Number of Potential Cases: 1

6.3- CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957(B)

“...to consider the appointment, employment, evaluation of performance. Discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.”9.2 Section 54956.9(d)(2). Significant exposure to litigation. (One Potential Case)

6.4- BROWN ACT VIOLATION

7. ANNOUNCEMENT OUT (IF ANY)

Nothing to report out

8. ADJOURNMENT:

Chairman, Stephen Presant adjourned meeting at 4:25 pm

Respectfully Submitted,

Board Secretary

	REVENUES		Budgeted		Income		Budgeted		Income		Budgeted		Income	
	2024-2025	2023-2024	2023-2024	2022-23	2022-2023	2021-2022	2021-2022	2nd 2020-2021	2020-2021	2020-2021				
772 Available Resources	0	350000	0	350000	0	391,418	189,701	271,794	281,394	156,919				
4001 Pr-Tx-Cur Se				175000	198540	166,000	9,000	160,418	160,418	156,919				
4006 Pr-Tx-Cr Uns				9,000	4761	9,000	200	9,000	9,000	18,539				
4008 Pr-Tx-Pr Sec				3,040	366	3,040		3,040	3,040	2,395				
4009 Pr-Tx-Pr Uns				130	177	130		130	130	90				
4030 Suppl Tx Cs				2,800	0	2,800		2,800	2,800	1,807				
4033 Suppl Prior				400	0	400		400	400	598				
4052 Other Taxes				6,500	9197	6,500	9,252	6,500	6,500	10,305				
4060 Residual Dist				5,900	9008	5,900		5,900	5,900	6,870				
4069 PT Facilities				30	0	30		30	30	27				
5000 I/G Revenue				1,200	0	1,200		1,200	1,200	1,238				
5050 Prop Tax Rel														
4000 CountyTaxes Other														
Total Property	250000	225,000	232,242	204,000	222,049	195,000	199,153	189,418	189,418	198,788				
4801 Interest	7000	7000	4967	7000	6097	3,000	4,419	3,000	3,000	6,207				
5400 Curr Serv	981000	800000	834557	800000	904573	732,182	1,145,541	1,000,000	732,345	1,020,049				
5450 Concrete Bases	60000	80000	53100	80000	60200		53,600							
5460 Vault Sales	150000	175000	144341		185634									
5470 Vase Sales			660		420									
5475 Flower Sales					90									
5476 Saturday Service Fee					16000									
5785 Add On Packages					1560									
5805 Misc Revenue	10000	25000	8935	25000	8300	2,000	105,678	20,000	2,000	32,360				
5833 Grant Revenue		600	0	1200	330	1,200	1,589	1,200	1,200	1,200				
5834 Restitution	0	2500	0	2500	0	15,000	2	8,000	8,000	3,912				
5835 Other Revenue	2500		3065		1169									
5860 Interest Income			0		0									
4801 Transfer From Funds	100000	60000												
Total 772	1,560,500	1,725,100	1,281,867	1,469,700	1,486,422	1,339,800	1,509,982	1,493,412	1,217,357	1,262,516				
773														
4801 Interest	89000	45000	43420	30000	36661	25,000	16,026	30,000	30,000	23,474				
5400 Curr Serv	130000	100000	127417	75000	114798	60,000	126,391	60,000	60,000	93,484				
5835 Oth Revenue	0	0	0	0	0	0	0	0	0	0				
Total	219,000	145,000	170,837	105,000	151,459	85,000	142,417	90,000	90,000	116,958				
807														
Fd for Fut Expans														
4801 Interest	9400	2000	4444	2000	5562	1,400	1,689	1,400	1,400	995				
4807 Facility Rent	20000	13000	18453	13000	13000	15,000	0	18,600	9,000	17,200				
5400 Curr Serv	24000	24000	44029	48000	20870	15,000	11,411	15,000	15,000	18,902				
Total	29,400	39,000	66,926	63,000	39,432	31,400	13,100	35,000	25,400	37,097				
817														
Unreserved Funds														
4801 Interest	10000	3500	5764	3500	3810	5,000	2,462	5,000	5,000	4,379				
5400 Curr Serv	0	0	0	0	0	0	0	0	0	0				
Total	10000	3500	5764	3,500	3,810	5,000	2,462	5,000	5,000	4,379				
886														
Pre-Need Pay Plan														
4801 Interest	10000	1800	0	0	520	0	0	0	0	0				
5400 Curr Serv	200000	0	119724		0	0								
Total	210,000	1,800	119,724	0	520	0	0	0	0	0				
CD Bank of Sierra														
5860 Interest	6000	3,500	3,500											
Total Funds Except 772	474,400	1,917,900	1,648,618	1,641,200	1,681,643	1,461,200	1,667,961	1,623,412	1,337,757	1,420,950				
TOTAL REVENUES	2,034,900	1,917,900	1,648,618	1,641,200	1,681,643	1,461,200	1,667,961	1,623,412	1,337,757	1,420,950				

Proposed Tulare Cemetery Budget 2024-2025

772	EXPENSES	Budgeted 2024-2025	Budgeted 2023-2024	May YTD		Budgeted 2022-23	Expense 2022-2023	Budgeted 2021-2022	Expense 2021-2022	Budgeted 2nd 2020-21	Budgeted 2020-2021	Expense 2020-2021
				2023-2024	2023-2024							
	6001 Regular Salaries	560000	551000	403129	530000	509609	525,000	505,073	370,000	330,000	409,928	
	6002 Overtime Pay	12000	20000	10945	15000	17001	5,000	15,628	16,000	3,000	13,854	
	6004 Health Insurance	98000	108000	73446	118000	103448	75,000	131,516	75,000	75,000	54,753	
	6005 Extra Help	54000	29000	85914	4000	36719	4,000	0	1,912	26,912	14,810	
	6008 Director's Fee	6750	3000	1850	3000	1925	4,000	2,900	4,000	4,000	3,650	
	6011 Retirement	42000	44000	36527	37500	41896	45,000	47,060	37,500	37,500	39,898	
	6012 Social Security			31906	41000	38556	40,000	39,716	31,845	31,845	32,684	
	Social Security	36000	35500									
	Medicare	8500	8500									
	6015 Worker's Comp Ins	39036	32000	29264	31000	34896	20,000	23,415	25,000	25,000	8,244	
	6016 Unemployment Ins	3500	3500	3492	3100	5225	3,000	3,007	2,000	2,000	2,371	
	Emp Training Tax	100										
	6020 Prior Year Payroll Taxes	0	0		0	0	0	7,648				
	PTO Accrual	16650	15750	16134								
	6000 Payroll & Emp Benefits-Other	0	2000	0	500	0	0	116	10,000	0	4,902	
Total	Salaries & Employee Benefits	876,536	852,250	692,607	783,100	789,275	721,000	776,079	573,257	535,257	585,094	
	7004 Clothing & Personal Supplies	6000	6000	5536	5000	8874	7,000	6,482	7,000	7,000	4,594	
	7005 Telecommunications	11500	7500	11028	6500	8708	6,000	6,683	6,000	6,000	6,126	
	7006 Garden Crypts/Vaults	70000	70000	986	90000	13365	75,000	94,264	100,000	75,000	95,102	
	7008 Freight/Delivery Fees	500	1000	174	1000	699	1,500	8109	1,500	1,500	2,205	
	7009 Household Supplies	500	2500	174	1500	327	20,000	919	20,000	20,000	15,838	
	7010 Insurance	62258	43205	39801	35000	40999	20,000	25,691	20,000	20,000	20,000	
	7011 Concrete Base for Headstone	60000	80000	0	80000	31525	200,000	46,000	20,000	20,000	15,838	
	7025 Mileage Reimbursement Exp	1200	1000	1074	1000	1100	200	1,220	0	0	0	
	7030 Repairs Maintenance	160000	165000	114692	100000	178974	110,000	200,429	200,000	110,000	165,666	
	7036 Office Expense	45000	45500	40745	42000	44042	20,000	24,174	25,000	25,000	24,533	
	7037 Marketing	2500	5000	0	5000	2871	700	724	700	700	17,097	
	7039 Miscellaneous	2500	2500	1334	1500	3050	700	9,955	700	700	17,097	
	7040 Bank Fees			450		450						
	7043 Professional Expense	40000	46500	51667	40000	50264	50,000	60,464	40,000	40,000	53,116	
	7045 Security Expense	27106	22000	25173	22000	20330	25,000	27,999	20,000	2,500	3,956	
	7059 Publications & Legal Notices	5000	5000	4696	2000	5896	3,000	5,402	3,000	3,000	4,553	
	7073 Training	5000	5000	2557	5000	5590	10,000	4,015	10,000	10,000	3,864	
	7074 Transportation and Travel	4000	4000	2030	2000	4438	50,000	3,684	40,000	40,000	59,984	
	7081 Utilities	65000	75000	49856	71000	74274	79	77,246	40,000	40,000	59,984	
	7090 Vehicle Expense	100	100	0	100	0	0	79				
	5905&5906 Misc Service Supplies	1000	1000	0	4000	50264	50,000	60,464	40,000	40,000	53,116	
Total	Sevices & Supplies	569,164	587,805	351,973	510,600	495,776	378,400	603,460	473,200	340,700	456,634	
	7003 Tax Admin Fee/Penalties	5800	6000	5698	150	2757	500	55	500	500	569	
	7425 Taxes & Assessments	8000	3000	7852	1300	2856	1,300	5,277	1,300	1,300	247	
	CAPITAL OUTLAY											
	8002 Niches	0	50000	0	25000	22,995	0	0	0	0	0	
	8001 Cem Plots Repurchase	30000	20000	36800	30000	17,700	5,000	4,900	20,000	5,000	10,800	
	8100 Bldg & Improv	0	50000	0	50000	25,133	100,000	16,424	250,000	250,000	69,109	
	8300 New-EYA (New Equipment)	50000	50000	1894	50000	108,650	133,600	21,817	175,155	75,000	125,217	
Total		93,800	179,000	52,244	156,450	180,091	240,400	48,473	445,155	330,000	205,126	
	9999 Covid 19 Exp	1,539,500	1,619,055	1,096,824	1,606,600	1,465,142	1,341,600	1,428,012	1,493,412	1,207,757	1,249,750	
SUBTOTAL		0	106045	0	191050	0	121,400	0	130,000	130,000	0	
	7432 Contingencies											
	TOTAL BUDGET 772	1,539,500	1,725,100	1,096,824	1,797,650	1,465,142	1,465,000	1,428,012	1,623,412	1,337,757	1,249,750	