



**Tulare Public Cemetery District  
Regular Board Meeting Minutes  
Thursday, May 23, 2024**



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON THURSDAY, MAY 23, 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 Presant, Secretary Patricia Hitlin, and Trustee Carlos Ramos

**BOARD MEMBERS ABSENT:**

Michelle Lima

**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, and Carlos Ramos

**3. PLEDGE OF ALLEGIANCE:**

Chairman Xavier Avila led the Pledge of Allegiance

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

**5. RECONGNITION OF VISITORS:**

There were twelve visitors

**6. PUBLIC COMMENTS:**

Five public comments

**7. TRUSTEE COMMENTS:**

Four trustee comments

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

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

**8.10- Non-Resident Fee- Letha Cooke**

Avila motions Presant seconds to wave the non- resident fee. Vote 4/0 motion passes

**8.1- Approve minutes for Regular Board Meeting February 23, 2024**

Presant motions Hitlin seconds to approve minutes with corrections Vote 4/0 motion passes

**8.2- Approve minutes for Special Board Meeting February 23, 2024**

Avila motion Ramos seconds to approve minutes with corrections Vote 4/0 motion passes

**8.3- Review of Annual 2022-2023 Audit and Auditors Report**

Tabled item



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**8.4- January, February and March 2024 Financials**

Present motion Avila seconds to approval the financials with the pending of the Audit Committee's review. Vote 3/1 Ramos nay

**8.5- Interment count for February, March and April 2024**

Board reviewed interment count

**8.7- Bylaws changes for position of Treasurer**

to B.3. Vote 4/0 motion passes.

**8.6- Resolution 2023/2024-7 for withdrawal of Fund 772 from Tulare County Treasure and Election of Treasure.**

Requires 4/5<sup>th</sup> vote for approval. Present moved Ramos second to approve. Vote 3/1 Avila no. Motion fails.

**8.8- Consideration of Opening Bank CD or Money Market Account with Fund 886 monies**

Avila motions Present seconds to move two hundred thousand from Fund 886 to the Bank of the Sierra for into a 12 months CD. Vote 4/0 motion passes

**8.9- Kern Cemetery sidewalks bids**

Avila motions Hitlin seconds to hire Evergreen Landscaping to redo the sidewalks. Vote 3/0/1 recusal

**8.11- Out of District Policy**

Skipped

**8.12- Status of 2023 Five Year Plan and creation of Ad Hoc Committees**

Avila assigns each board member a plan to look into order of magnitude costs

Hitlin No1-Options for cremation/burials

Ramos No2-Fencing and gates

Avila No4-Overall policies and procedures handbook

Present No5 -North and Kern cemeteries expansion and No6- Revenue production

Lima No7- Tree and landscaping

**8.13- Surplus Land Act guidelines**

presented by Counsel Degr

**8.14- Status of Agricultural Lease**

presented by Trustee Present

**9.- DISTRICT MANGER'S REPORT:**

No report

**10- FUTURE AGENDA ITEMS REQUEST:**

10.a- staffing

10.b- teleconference for Hitlin

**ADJOURNMENT TO CLOSE SESSION 3:00PM**



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**11-CLOSED SESSION:**

**11.1-** Conference with Legal Counsel

Existing Litigation Government Code Section 54956.9(a)(1) Number of Cases:2  
Harvey Demp v. Tulare Public Cemetery District  
Tulare County Superior Court- VCU301693

**11.2-** Ena Vasquez v. Tulare Cemetery District  
Tulare County Superior Court- VCU305476

**11.3-** Conference with Legal Counsel

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) Number  
Cases:3

**12- OPEN SESSION FROM CLOSE SESSION:**

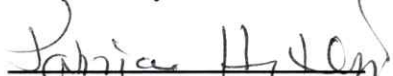
**12.1-** Announcement out (if any)

Nothing to report

**13- ADJOURNMENT:**

Chairman Avila adjourned the meeting at 3:34 pm

Respectfully Submitted,

  
Board Secretary