



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



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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