



**Tulare Public Cemetery District
Regular Board Meeting Minutes
Friday, February 23, 2024**



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON FRIDAY, FEBRUARY 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 Trustees Carlos Ramos and Michele Lima

BOARD MEMBERS ABSENT:

None

STAFF PRESENT:

District Manager Clara Bernardo and Legal Counsel Thomas Degn

1. CALL TO ORDER:

The Regular Board Meeting was called to order at 1:02 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 four visitors

6. PUBLIC COMMENTS:

Two public comments

7. TRUSTEE COMMENTS:

Two trustee comments

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

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

8.1- Approve minutes for Regular Board Meeting February 1, 2024

Ramos motions Presant seconds to approve minutes for Regular Board Meeting February 1, 2024. Vote 5/0 motion passes

8.2- Audit Committee

8.2a- Review Audit Committee report- Presant gave brief update

8.2b-Audit minutes for January 18, 2024- Audit has approved January 18, 2024

8.3- Approval of December 2023 January 2024 financials

Presant motions Ramos seconds to approve December 2023 financials. Vote 5/0 motion passes
January 2024 financials- tabled



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8.4- Interment & Pre-need count for October, November, December 2023 & January 2024
Board reviewed, no discussion

8.5- New appoints to Audit and Verification Committees

8.5a- Audit Committee: Avila removes himself from the Audit Committee and appoints Carlene Ringius and Carlos Ramos.

8.5b- Verification: Avia appoints Alberto Aguilar, and Patricia Hitlin

8.6- City of Tulare sidewalk letter & bids

Board reviewed letter, no discussion

8.7- Resolutions No. 2023/24-2

Present motions Ramos seconds to amend to \$1,910,900 value. Passed vote 5/0

8.8- California Business Machine/Leaf Contract

Present motions Lima seconds to approve contract. Vote 5/0 motion passes

8.9- North Cemetery sump pit/drain

Ramos motions to ratify invoice number 031-23 in the amount of \$4,671.48 Lima seconds. Vote passes 5/0 motion passes

Present moves to approve invoice number 001-24 in the amount of \$4,074.16 with notification of prevailing wage Hitlin seconds. Vote 5/0 motion passes

Ramos motion to approve bid to Catch Basin at New Site in the amount of \$6,780.00 Hitlin seconds vote 4/0 motion passes Avila votes no

8.10- Tabled Item: O

8.10a- Out of District Policy-

8.10b- Equipment maintenance log book-

9.10c- Schedule Bylaw review- special board meeting to be announced

9.- DISTRICT MANGER'S REPORT:

Nothing was discussed

10- FUTURE AGENDA ITEMS REQUEST:

10.a- Future Meetings- nothing was discussed

11- ADJOURNMENT:

Chairman Avila adjourned the meeting at 2:43 pm

Respectfully Submitted,

Board Secretary