



Tulare Public Cemetery District
Regular Board Meeting Minutes
January 26, 2023



CALL TO ORDER:

Tulare Public Cemetery Regular Board Meeting was called to order at 1:38p.m., at 900 E. Kern Ave, Tulare, California by Chairperson Carlos Ramos. Other Trustees present were Vice Chairman Jim Pennington, Trustee Alberto Aguilar and Xavier Avila, District Manager Clara Bernardo is also present. Secretary Steve Presant, is absent.

RECOGNITION OF VISITORS:

Three members of the public in attendance.

PUBLIC COMMENTS:

One public comment

TRUSTEE COMMENTS:

Three Trustees comments

OPEN SESSION:

2.1 Re-organization of Officers:

Pennington nominates Ramos as Chairperson Avila seconds, Ramos accepts no other nominations for Chairperson. Vote passes (4-0). Avila nominates Pennington as Vice Chairman, Pennington accepts, no other nominations for Vice Chairperson. Vote passes (4-0). Avila nominates Aguilar as Secretary, Aguilar accepts Pennington nominates Avila as Secretary Avila does not accept no other nominations where accepted vote (3-0-1) Vote passed with Pennington abstain.

2.2 Employee Recognition:

Bernardo and David Faria the Grounds Supervisor have nominated Bobby Jones for being with the cemetery for 15 ½ years and for all his hard work and dedication. She also wanted to recognized Daniel Jackson for the work he has accomplished with the cemetery and he will be moving to Texas and starting a new career. Lastly, she recognized Phyllis Schneider for always having the answer or finding the answer, she's amazing with working with the families and helps them with the process Phyllis is also a great sells person.

2.3 Grounds Supervisor Report:

David reported the grounds are really soggy with all the rain. Groundmen are working on getting the grounds leveled out again. The North J Cemetery's bullpen drain collapsed it will need to be replaced. Flower Cleanup was a success family are able to put fresh flowers back.

2.4 Approve Minutes for Regular Board Meeting December 14, 2022:

Avila motions and Pennington seconds to approve Minutes with corrects. Vote passes (4-0)

Ramos called for recess at 2:15pm

Returned from recess at 2:20pm



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2.5 Audit Committee Report:

Audit Committee Member, Linda Maloy stated they reviewed and approved November 7, 2022 financials also reviewed the RFP from the auditor.

2.6 Approve November 2022 financials:

Avila motioned and Pennington second to approve November 7, 2022 financials Vote passes (3-1) Aguilar opposed

2.7 Tabled Item-Policy and Application for Citizen Volunteer for Standing and Ad Hoc Committees (12/14/2022):

Avila motioned Aguilar second to address council to modify the Tulare County application to meet Tulare Public Cemetery standards. Vote fails (2-2) Pennington and Ramos Opposed

2.8 Approval Annual Audit Responses to RFP:

Avila motioned Pennington second to approve Kevin Brejnak, CPA for a 5-year term. Vote passes (4-0)

2.9 Five Year Planning Committee Report:

Aguilar and Avila request Special Board Meeting regarding the five-year planning

2.10 Interment and Pre-need count including contracts for December 2022:

Bernardo went over the interment numbers with the Board.

2.11 New authorized signatories -Resolutions 2022-23-6:

Avila motions Pennington seconds to approve Resolution 2022-23-6. Roll Call: Aguilar yes, Avila yes, Pennington yes, and Ramos yes Vote passes (4-0)

2.12 Opening new account for Certificated of Deposit- Resolutions 2022-23-7:

Avila motioned and Pennington second to approve Resolutions 2022-23-7. Roll Call Aguilar yes, Avila yes, Pennington yes and Ramos yes. Vote passed (4-0)

2.13 Fund Transfer Request -Resolutions 2022-23-8:

Avila motioned and Pennington second to approve Resolutions 2022-23-8 Vote (3-1) Aguilar opposed. Motion passes

Avila stepped out at 3:35pm

2.14 California Association of Public Cemeteries 65th Annual Conference March 23-25, 2023:

Avila returns at 3:39pm

Aguilar motions and Pennington seconds to approve three employees and two board members to attend the California Association of Public Cemeteries March 23-25, 2023. Vote passes (3-1) Avila opposed.



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2.15 Board training by counsel:

Counsel Thomas Degn discussed new remote attendance for board

2.16 New business:

A) Ramos-New resolution that raises the level for the revolving account

B) Avila-discussion on zoom meeting

C) Avila-Discussion of the Tree Lighting Reembrace, parade and other events

D) Pennington-Progress on Oleander Lane

2.17 District Managers Report:

A) Bernardo recognized all the sponsors that helped with Tree Light Remembrance, Barnes Memorials donated \$1,000, Christy Vaults donated \$300, Andy Hinojosa CPA donated \$500, Gravito's sisters donated \$100, ResCom donated \$100, Action Rentals donated four stadium lights for Kern and North Cemetery, Peers Lorentzen Funeral Home donated cookies, Kiwanis donated hot chocolate, plates and napkins Roche Oil donated cookies, Pinnacle Technology donated cookies and volunteered time, Employees volunteered time, Rotery Club donated cookies, each food vendor donated funds total was about \$200, two Tulare Union students from Art Club volunteer their time and about 400 people attended The Tree Light Remembrance.

B) Bernardo mentioned employees volunteered their time to participate in the Tulare's Parade and wavers where also signed for everyone who participated.

C) With all the rain funeral services have been set up on the pavements till the ground dries.

D) Plot Box will be going live in May 2023

E) CalPERS training coming soon in Fresno, rates will be changing she will discuss more with Audit Committee Members and she also wants to create a pay scale for all employees

Chairman Carlos Ramos Adjourned meeting at 4:19pm

Respectfully Submitted,


Board Secretary