



**Tulare Public Cemetery District
Special Board Meeting Minutes
Thursday, June 27, 2024**



A SPECIAL BOARD MEETING WAS HELD ON THURSDAY JUNE 27, 2024 AT 2:57 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 Trustee Michele Lima

BOARD MEMBERS ABSENT: Carlos Ramos

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

1. CALL TO ORDER:

The Special Board Meeting was called to order at 2:57 pm by Chairman Xavier Avila

2. ROLL CALL:

Xavier Avila, Stephen Present, Patricia Hitlin and Michele Lima

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

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

3.1-Brown Act Discussion

Avila gave a brief training on public comments under the Brown Act

3.4-Committee Appointments

Avila removes Trustee Carlos Ramos from the Audit Committee and appoints himself

3.3-District Policy on office hours

Avila motions, Present seconds to create a policy for employees to be out of the office by 6:30 pm for the winter time and 7:30 pm for the summer time due to liability and safety issues unless an emergency. Employee must communicate to the Chairman or the Vice Chairman to stay over in certain circumstances. Vote 4/0 motion passes

3.2- Review of all tree trimming bids and tree trimming services for year to date 2024

Bernardo announced all tree services has been done inhouse by employees. There have not been any tree trimming bids in 2024.

4. ADJOURNMENT:

Chairman, Xavier Avila adjourned meeting at 3:21pm

Respectfully Submitted,



Patricia Hitlin

Board Secretary