



Tulare Public Cemetery District Regular Board Meeting Minutes Friday, May 26, 2023



A REGULAR BOARD MEETING OF THE TULARE PUBLIC CEMETERY DISTRICT WAS HELD ON FRIDAY, MAY 26, 2023 AT 1:15 P.M. IN THE CONFERENCE ROOM LOCATED AT 900 E. KERN AVE., TULARE, CA.

BOARD MEMBERS PRESENT: Chairman Carlos Ramos, Vice Chairman James Pennington, and Trustee Xavier Avila. Secretary Alberto Aguilar was running late

BOARD MEMBERS ABSENT: Trustee Stephen Present

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

1. CALL TO ORDER FOR REGULAR BOARD MEETING:

The Regular Board Meeting was called to order at 1:15 P.M. by Chairman Carols Ramos

2. ROLL CALL:

Carlos Ramos, James Pennington, Xavier Avila and Alberto Aguilar

3. PLEDGE OF ALLEGIANCE:

Chairman Ramos led the Pledge of Allegiance

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

5. RECONGNITION OF VISITORS:

Three members of the public in attendance

6. PUBLIC COMMENTS:

No public comments

7. TRUSTEE COMMENTS:

Four trustee comment

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

8.1- Memorial Day Event- Tulare AMVETS speaking

Darla with Tulare AMVETS stated a large group of volunteers will come out on Saturday to help put flags on headstones. On Monday morning the ceremony will start at 10:00 am at the Kern Cemetery.

8.2- Ground Supervisor report:

Ground Supervisor was not present.

8.3- Approve Minutes for Regular Board Meeting on March 30, 2023

Avila motion, Pennington seconds to approve minutes with corrections. Vote passes (4-0)

8.4- Audit Committee Report

1) Avila, Pennington and Linda Maloy approved February and March financials. They suggested to the board to pull the money out if the county since the cemetery monies are not fully covered by the county. The Audit Committee reviewed the Annual Budget and are unhappy with the way it was completed. The Auditor failed to give any pointers to improve and it took a few months to receive. The Audit Committee recommends to the board to approve it and hope next year's audit is done better.

8.5- Annual Audit Financials Report 2021-2022

Avila motions, Pennington seconds to approve the Annual Audit Financials 2021-2022. Vote (4-0) motion passes



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Regular Board Meeting Minutes
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8.6- Approve February 2023 Financials

Avila motions, Pennington seconds to approve February Financials. Vote (4-0) motion passes

8.7- Approve March 2023 Financials

Pennington motions, Avila seconds to approve March Financials. Vote (4-0) motion passes

8.8- Positive Pay

Manager Bernardo believes it's a waste of money to have positive pay. The bank has not contacted her for training and checks are still being processed. The board will gather more information before deciding to close out the positive pay account.

8.9- Revise Annual Budget 2022-2023

Avila motions and Ramos seconds to approve increase by \$180,000 to remedy inadvertent. The changes to the budget are on lines 20 and 25. Vote (4-0) motion passes.

8.10- Interment and Preneed count for March 2023

Board reviewed the interment and preneed report.

8.11- Social Vocational Services-Participation Agreement - 5 day

Avila motions, Pennington seconds to approve both contracts, granting the authority for the District Manager for one-year approval or cancelation of the contracts as it need fit with corrections.

Vote (4-0) motion passes

8.12- Social Vocational Services-Participation Agreement -3 day

Avila motions, Pennington seconds to approve both contracts, granting the authority for the District Manager for one-year approval or cancelation of the contracts as it need fit with corrections.

Vote (4-0) motion passes

8.13- Hiring temporary help for office-students

Manager Bernardo stated she would like simple minor help from students for the office. Ramos suggest she gather more information and bring it back to the table.

9.- Future Agenda Items Request

9.1) Special Board Meeting for a 5-Year Strategic Plan Agenda

9.2) Pulling money out of the county


10- District Manger's Report

Nothing to report at this time

11. ADJOURNMENT OF REGULAR BOARD MEETING:

Chairman, Carlos Ramos adjourned meeting at 3:08 pm

Respectfully Submitted,


Board Secretary